Sharing Outlook Calendar with Others

Outlook has an easy-to-use calendar to track tasks and events. And selectively sharing that information with others is just as easy.

Click here for information on sharing/delegating Outlook folders (Inbox, Calendar, Tasks, etc.)

Share your calendar (view only)

1. Click Calendar or press [Ctrl]-[2].
   Calendar data will display in the Navigation pane on the left side of the screen.

2. Perform one of the following:
   - (Outlook 2010) Click Share Calendar on the Ribbon.
   - (Outlook 2007) In the Navigation pane, click "Share My Calendar…"

   An invitation message will appear.

3. Enter the appropriate information:
   - In the To box, enter person’s name to whom to grant access.
   - In the Subject box, type a subject.
   - Verify the box for “Allow recipient to view your Calendar” is checked.
   - Optional: Check “Request permission to view recipient’s Calendar”.
   - Type any clarifying information in the message body.

4. Click Send.
5. Review the confirmation dialog, and, if correct, click OK.

   The recipient may now view your calendar.
Revoke or change access to your calendar

1. If necessary, click Calendar or press [Ctrl]-[2].
2. In the Navigation Pane, right-click the desired calendar folder. *A shortcut menu will appear.*
4. On the Permissions tab, in the Name box, click the name of the person whose access permissions you want to change.
5. Perform one of the following:
   - In the Permission Level list, select the desired permission.
   - Click Remove to revoke access to your calendar.
6. Click OK.
Open a shared calendar

NOTE: In order to view another’s calendar, that person must first share their calendar with you.

1. Click Calendar or press [Ctrl]-[2].
   Calendar will display in the Outlook Navigation pane on the left side of the screen.

2. Perform one of the following:

<table>
<thead>
<tr>
<th>Outlook 2010</th>
<th>Outlook 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Click <strong>Open Calendar &gt; Open Shared Calendar…</strong> from the Ribbon.</td>
<td>• In the Navigation pane, click &quot;Open a Shared Calendar…&quot;</td>
</tr>
</tbody>
</table>

The Open a Shared Calendar dialog will appear.

3. Type the name of the person whose calendar you wish to open, and then click the "OK" button.

The calendar will open side-by-side with the currently open calendar.
The coworker’s calendar can be turned on and off by checking/unchecking their name on the Navigation pane.
Add shared folders to Outlook folder list

1. In Outlook, press [Ctrl]-[6].
   The folder list will be displayed.

2. Right-click on your mailbox (displayed as your username at the top of the folder list).
   A shortcut menu will appear.

3. Select “properties” by doing one of the following:
   • (Outlook 2010) Click Data File Properties…
   • (Outlook 2007) Click Properties for ‘Mailbox – your name’…
   The Properties dialog will appear.
4. Verify the **General** tab is selected, and then click the **Advanced…** button. 
*The Microsoft Exchange dialog will appear.*

![Microsoft Exchange dialog]

5. Click the **Advanced** tab, and then click the **Add…** button. 
*The “Add Mailbox” dialog will appear.*

![Add Mailbox dialog]

6. Type the name of the shared mailbox you want to add, and then click **OK**. 
*The name will appear in the list of Mailboxes.*

7. Click **OK**, and then click **OK**. 
*The new mailbox will appear in the folder list.*

**NOTE:** Expand the shared mailbox and only those folders (Inbox, Calendar, etc.) that you’ve been given access to will appear.