

Accessing a personal shared calendar in Outlook

First, the person that wants to share their calendar needs to give permissions...

1. Open Outlook
2. Click on Calendar icon
3. Expand My Calendars and Right click on My Calendar and select Properties
4. Select Share
5. Select Calendar Permissions
6. Select Add
7. Find and select the name of the person that you want to access your calendar and select Add then OK
8. Select that user and then change permission level accordingly. If you just want user to be able to view your calendar only, then select **Reviewer**. If you want user to be able to add/change/delete appointments on your calendar, make them an **Editor**
9. Select OK

Once permission is granted, then the staff that has been given permission needs to add this calendar to their Outlook...

1. Open Outlook
2. Click on Calendar icon
3. RIGHT Click on Shared Calendars
4. Select Add Calendar
5. Open Shared Calendar
6. Select Name
7. Find and select the staff member who gave you permissions to their calendar and then OK and OK again
8. This staff member's calendar will now be listed under your Shared Calendars