

Sharing calendar in outlook 2010-2013

Outlook 2010

- 1. Open Outlook 2010.
- 2 Click on the calendar you wish to share.

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3. On the top menu, click on **Share Calendar** button.



4. This will create an Outlook email. Click on the **To** button, select the recipient that you wish to share your calendar with, and then click OK.

5. Click the **Send** button.



6. Click **Yes** when the permissions window pops up.



7. To set specific calendar permissions, click **Calendar Permissions**, then select the level of permission you wish to delegate.

neral Home Page AutoArch	ive Permissions	Synchronizat	ion
Name Permis	sion Level		
Default Free/B	usy time		
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Anonymous None			
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Add	Remove Pr	operties	
Permissions			
Permission Level: Reviewer		-	
Read	Write		
None	Create ite	ms	
None Free/Busy time	Create ite	ms ofolders	
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8. Click **OK**.

Outlook 2013

Open Outlook. Click the Calendar button on the navigation pane.

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FILE HOME SEND / RECEIVE	FOLDER VIEW
<i>New Email</i>	Search Current Mailbox (Ctrl+E) 🔎 🛛 🗸
Drag Your Favorite Folders Here	All Unread ▼ Newest ↓
4 b allalor@coloradoreda -	onder
4 Inbox	
Deleted Items	
Drafts	
Important	
INBOX	
Junk E-mail	
Sent Items	
Drafts [1]	
Sent Items	
Deleted Items 1	
Junk E-mail [9]	
Outbox	
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▷ Trash	
Work	
▷ Search Folders	
▷ Archive_2013	V
Mail Calendar Pe	ople Tasks …

Right click your Exchange calendar, then click **Properties** from the drop-down menu.



Click the **Permissions** tab at the top of the window.

Calendar Pr	operties			×
General	Home Page	AutoArchive	Permissions	Synchronization
Calenda	r			
Type: Folder containing Calendar Items				
Location: \\				
Description	on:			
Show	number of u	nread items		
	total number			
When po	sting to this	folder, use: I	PM.Appointme	ent 💌
Folder	Folder Size Clear Offline Items			
		ОК	Cance	Apply

Click the Add... button.

Calendar Properties	×		
General Home Page Au	toArchive Permissions Synchronization		
Name	Permission Level		
Default NT User:AD\ittrain2 Anonymous Add Permissions Permission Level: Free/ Read None	Free/Busy time Reviewer None Remove Properties Cusy time Write Create items		
 Free/Busy time Free/Busy time, subject, location Full Details Other Free/Busy 	Create subfolders		
Delete items	Other Folder owner Folder contact Folder visible		
OK Cancel Apply			

Type in the name you want to find and search for it. Select the name of the person with which you would like to share your calendar.

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alphie	Go Glo	bal Address List - Balloise Contende	Advanced Find
Name	Title	Business Phone	Location
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You must click the Add button, to have the name appear in the Add text field. Then you can click OK.

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Select the **Permission Level:** you would like to grant that person. The most common permission level is **Reviewer**, which allows others to see events on your calendar but prevents them from editing or removing events from your calendar. Click **OK**.

Calendar Properties	×
General Home Page	AutoArchive Permissions Synchronization
Name	Permission Level
NT User:AD\ittrain2 Anonymous	Reviewer None
ralphie	Free/Busy time 👻
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Add	. Remove Properties
Permissions	
Permission Level:	Free/Busy time
Read	Owner Publishing Editor
O None	Editor
Free/Busy tim Free/Busy tim	Author
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O Full Deta	Contributor Free/Busy time, subject, location
Other, ree/Bus	Free/Busy time
items	Other
None	Folder owner
Own	Folder contact
II O AII	Folder visible
	OK Cancel Apply

Now the person you have shared your calendar with has the proper permissions.

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