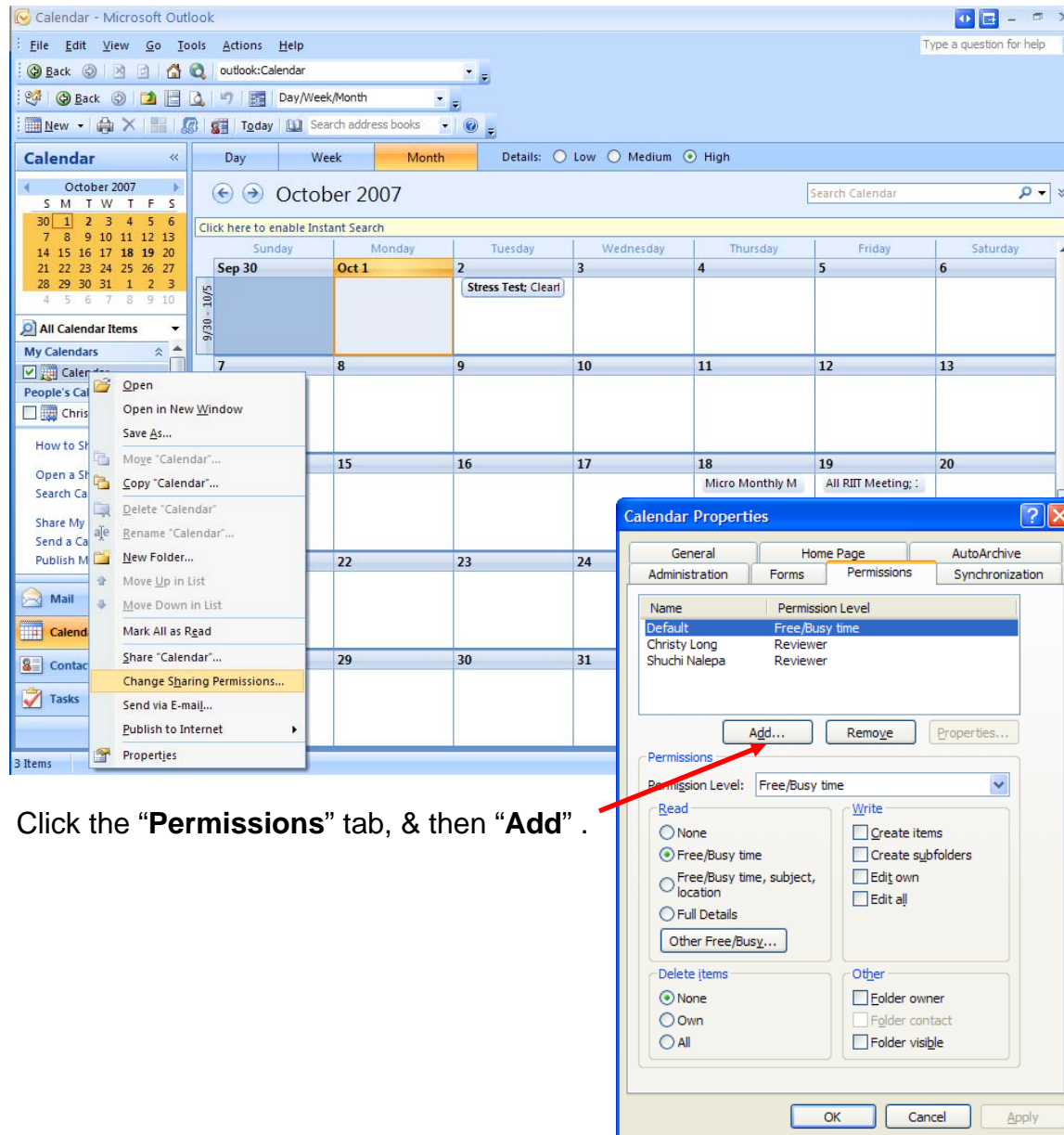


Sharing Your Calendar

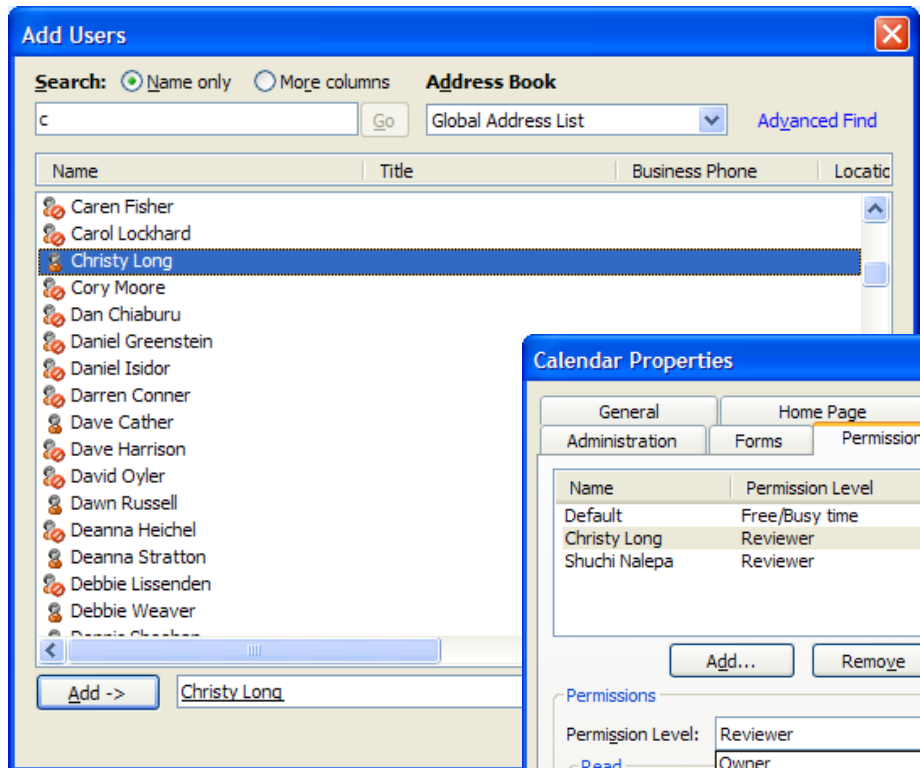
Right click on **“Calendar”** in the Navigation Pane and then choose **“Change Sharing Permissions...”**



Click the **“Permissions”** tab, & then **“Add”** .

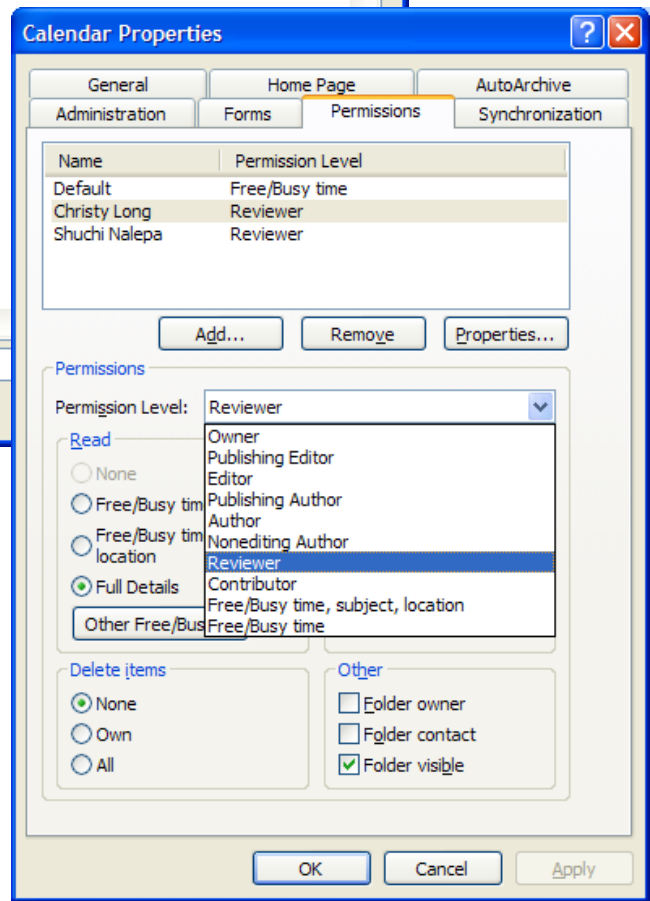
Sharing Your Calendar

Highlight the name of the person you wish to share your calendar, click **“Add”** and then **“OK”**.

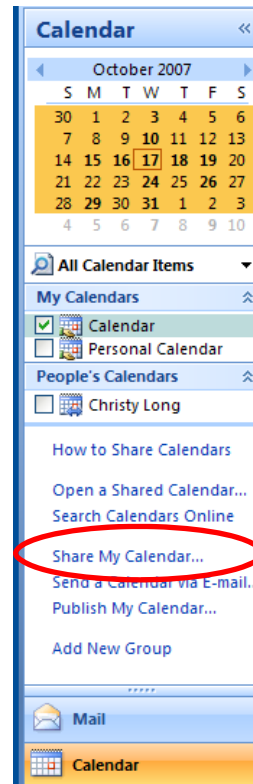


Choose the Permission Level, & then click **“OK”**.

Refer to **“Calendar Permissions”** document on Page 35.



Sharing Your Calendar



In the Navigation Pane under People's Calendars, click, **“Share My Calendar”**.

A window will open that allows you to email the persons that you want to Share Your Calendar with. It will also give the option to **“Request permission to view recipient’s calendar”**.

