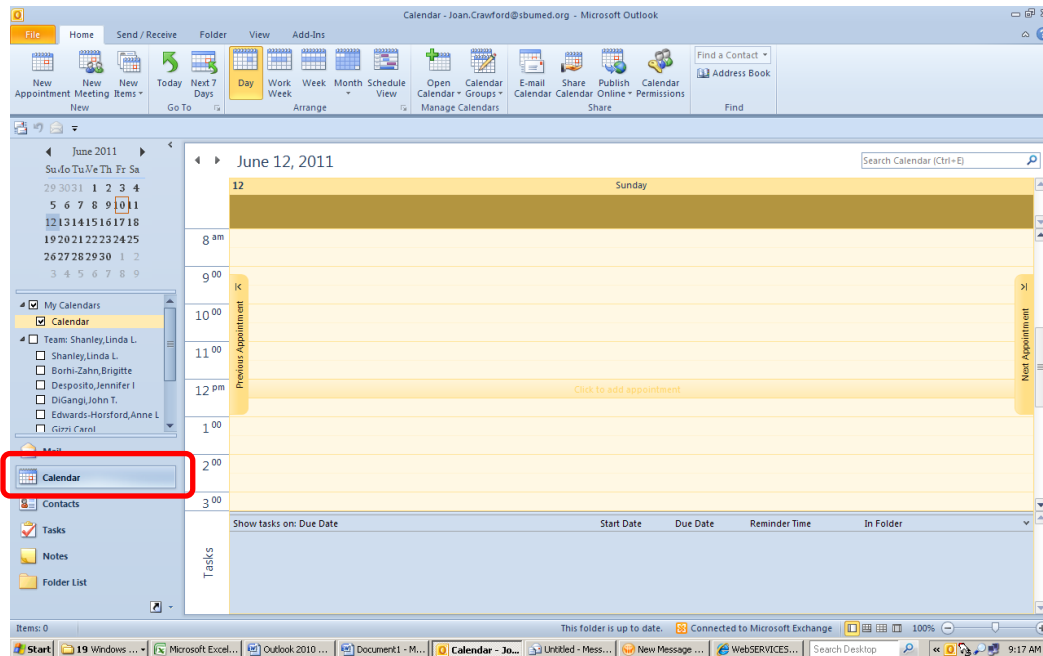
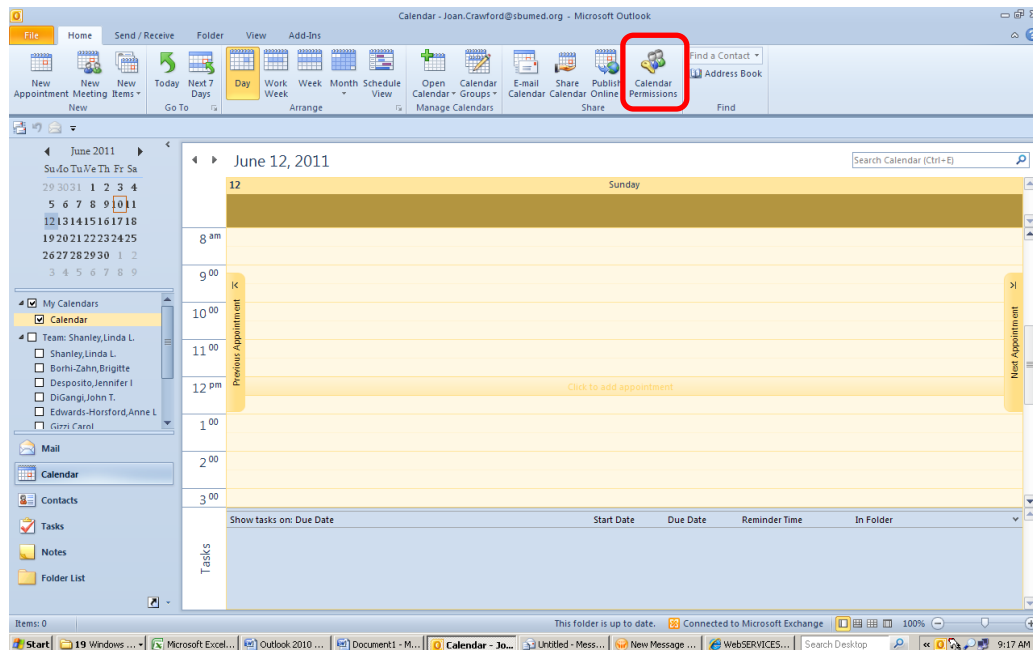


Outlook 2010- How to share a calendar/Delegate access

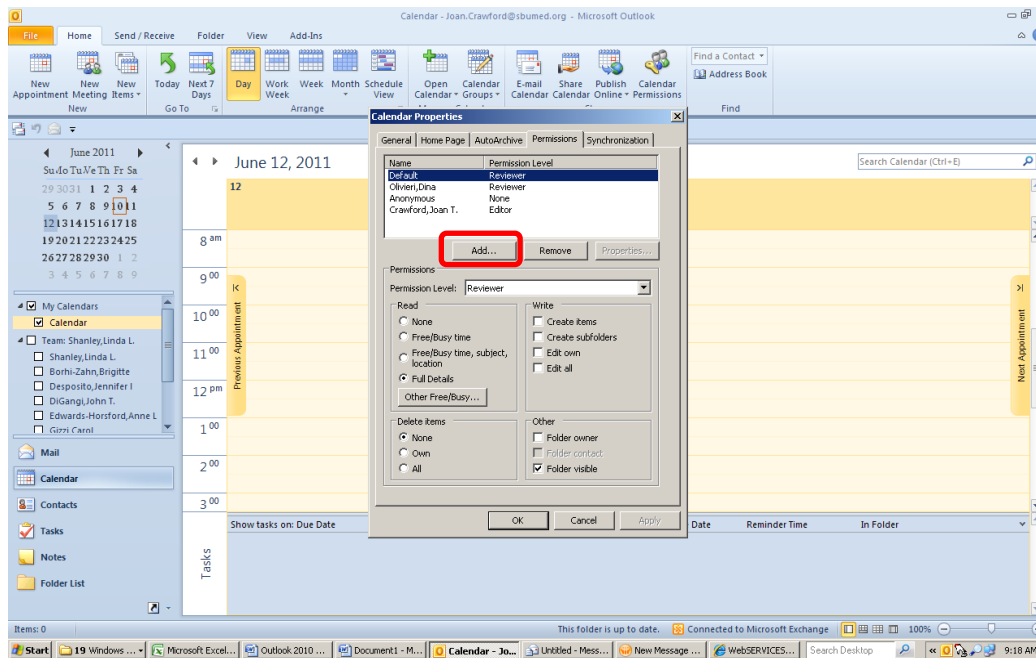
1. From your home screen, access the calendar by selecting the calendar tab, highlighted on the image below.



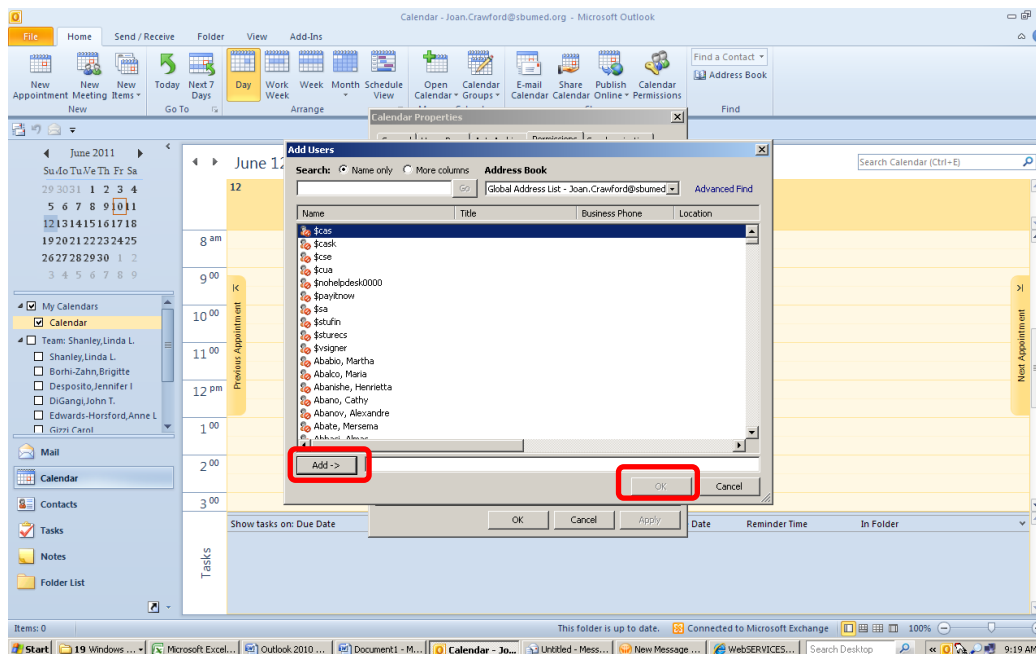
2. Next, to set access permissions, open the *Calendar Permissions* icon seen below.



3. This will open the calendar properties dialog box. To enable users to view your calendar, select the *Add..* button.



4. This will open up a dialog box that will contain all users and groups within the Active Directory. To allow a user to access your calendar, find their name(s) in the list, then use the *Add ->* button to add their names into the bottom field. When they have been added successfully, their name will be underlined. When you have completed this, select *OK* to bring you back to the previous screen.



5. You will notice that the new user's names will be added to the list seen before. To utilize preset permissions, select the roles within the *Permission Level* box. Otherwise, to set custom permissions, use the options seen below to configure their access.

Read Permissions

- Set permissions based on what you would like the user to read/see on their machine.

Delete Permissions

- Allow users to delete any event on the calendar, the events they created on your calendar or disable deleting events.

Write Permissions

- Allow users to create events, calendar subfolders, or edit existing events.

Other Permissions

- Folder owner allows a user to modify permission levels.
- Folder visible allows them to see your calendar on their workspace.

Calendar Properties

General | Home Page | AutoArchive | **Permissions** | Synchronization

Name	Permission Level
Default	Reviewer
Olivieri, Dina	Reviewer
Anonymous	None
Crawford, Joan T.	Editor

Add... Remove Properties...

Permissions

Permission Level: Reviewer

Read

☐ None
☐ Free/Busy time
☐ Free/Busy time, subject, location
☒ Full Details
Other Free/Busy...

Write

☐ Create items
☐ Create subfolders
☐ Edit own
☐ Edit all

Delete items

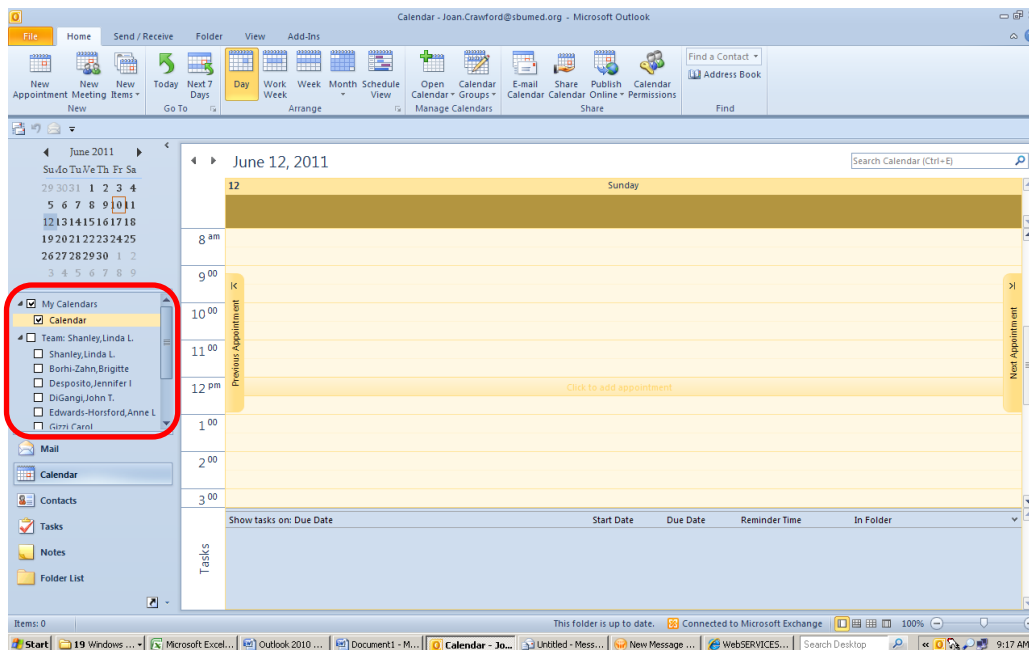
☒ None
☐ Own
☐ All

Other

☐ Folder owner
☐ Folder contact
☒ Folder visible

OK Cancel Apply

6. On the viewer's end, to view the calendar, simply check the box that correlates to the calendar you would like to see.



7. The final product should look like this. You will be able to see all of the events for the calendars you have selected.

