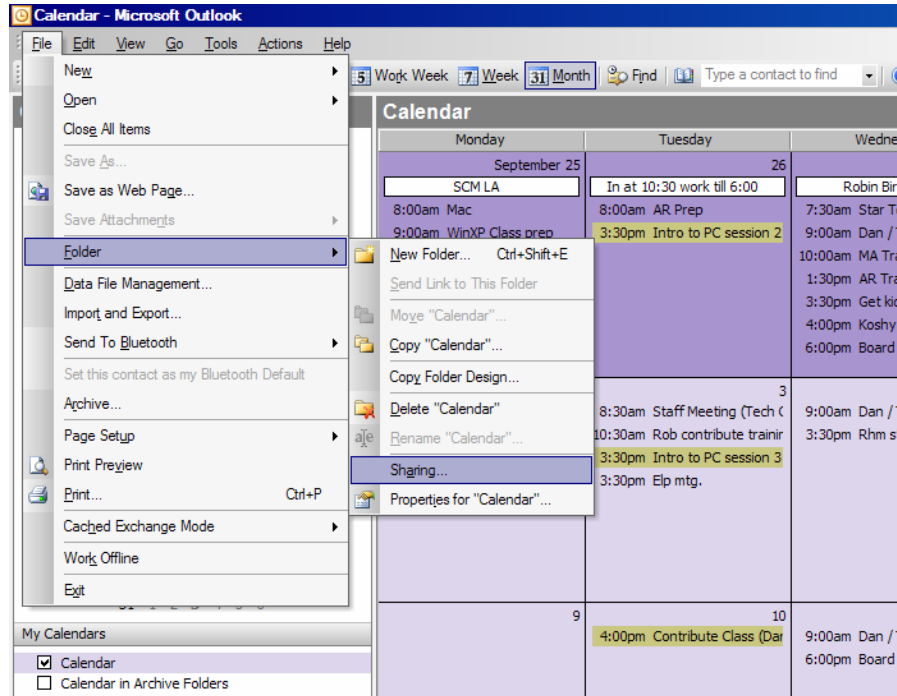
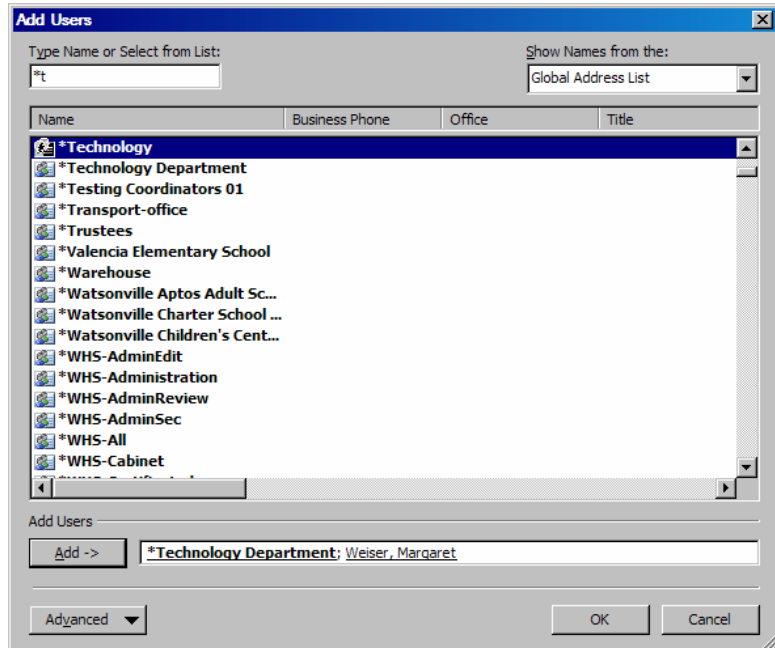
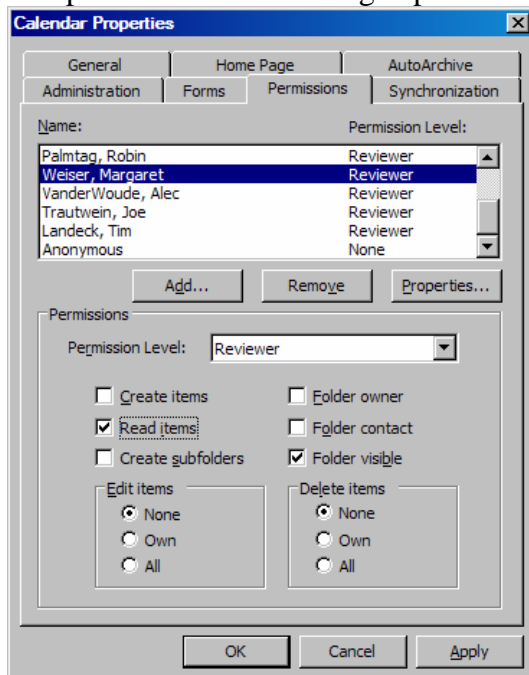


# Sharing Outlook Calendars

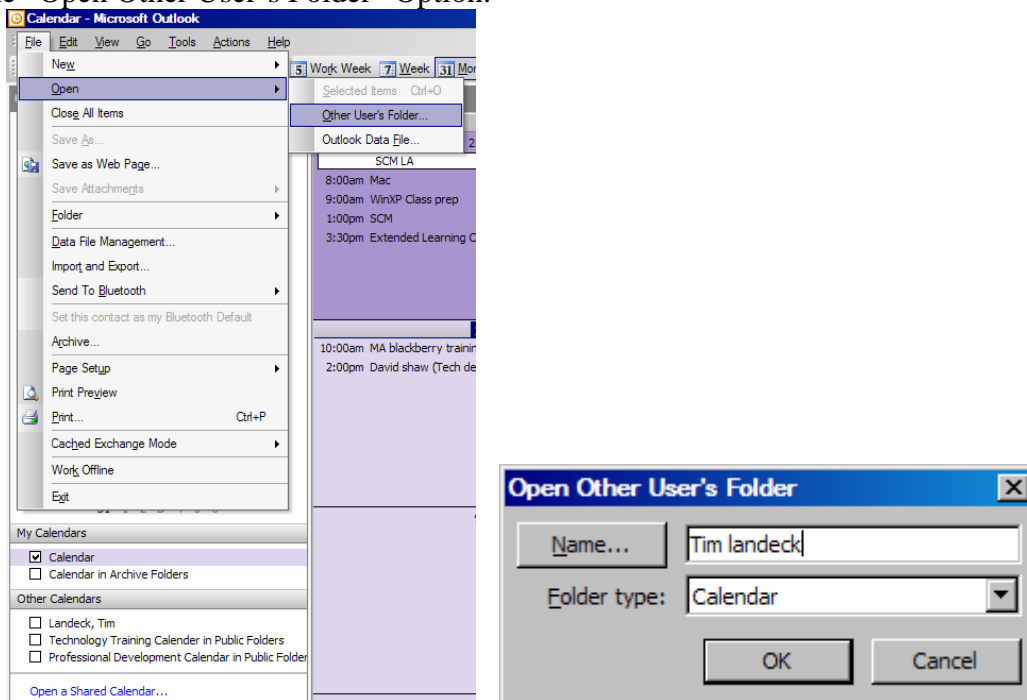


- Click on “File” to open the File menu, move the mouse pointer to “Folder.” The Folder menu will open. Select the “Sharing” option in the Folder menu.

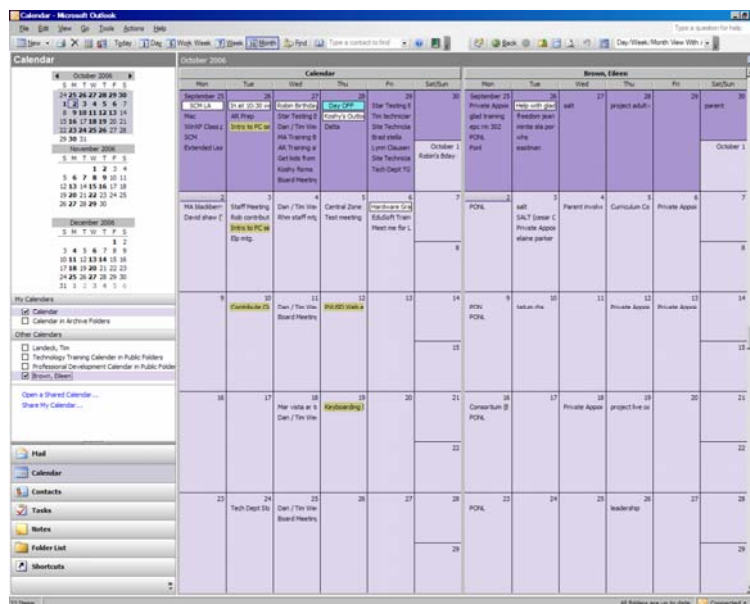


- The Calendar Properties window will open on the Permissions tab. **To give staff members the ability to check your availability without accessing appointment details, check the “Folder visible” option.** Click the Add button to give permission to a specific staff member to view your shared calendar. You can also add distribution groups if you want to give permission to entire groups of people.
- Click on each name or group name and set their permission level. If you click in the “Read items” checkbox then the selected staff member will be able to view all appointments in your calendar unless they are marked private. If you click in the “Create items” checkbox then the selected staff member will have the ability to add appointments to your calendar. Click Ok when you are through.

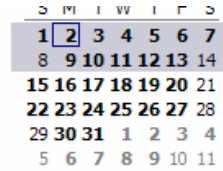
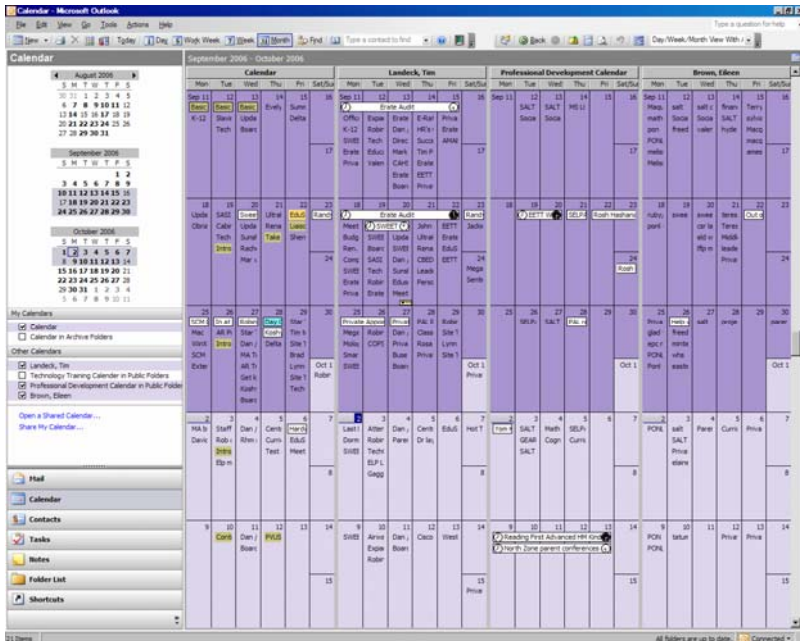
- To open a staff member's shared calendar, click file, then move your mouse pointer to "Open" and click the "Open Other User's Folder" Option.



- Enter the staff member's name or click the Name button to search the global address list, and then click the Ok button.



- If your account has permission to read the staff member's calendar it will appear side by side next to your calendar. Their name will be added to the Other Calendars list on the left. You can copy appointments from their calendar into yours by dragging them to the corresponding day on your calendar.



**My Calendars**

- Calendar
- Calendar in Archive Folders

**Other Calendars**

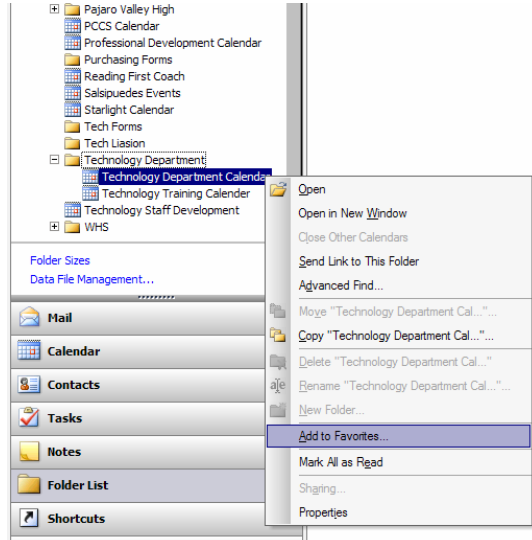
- Landeck, Tim
- Technology Training Calendar in Public Folders
- Professional Development Calendar in Public Folder
- Brown, Eileen

[Open a Shared Calendar...](#)

[Share My Calendar...](#)

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➤ You can view multiple calendars at one time by clicking in the checkboxes under the “Other Calendars” and “My Calendars” sections on the left. If you want to remove your calendar and only view other staff members’ calendars, uncheck the box next to your calendar in the “My Calendars” section.



➤ If you want to be able to compare your calendar and other shared calendars to a specific calendar in public folders, add the public calendar to your favorites. Find the public calendar and right click it. Then click on the “Add to Favorites” option. It will now be listed in the “Other Calendars” section. When you click the checkbox for the public calendar it will appear side by side with any other calendars that are checked.