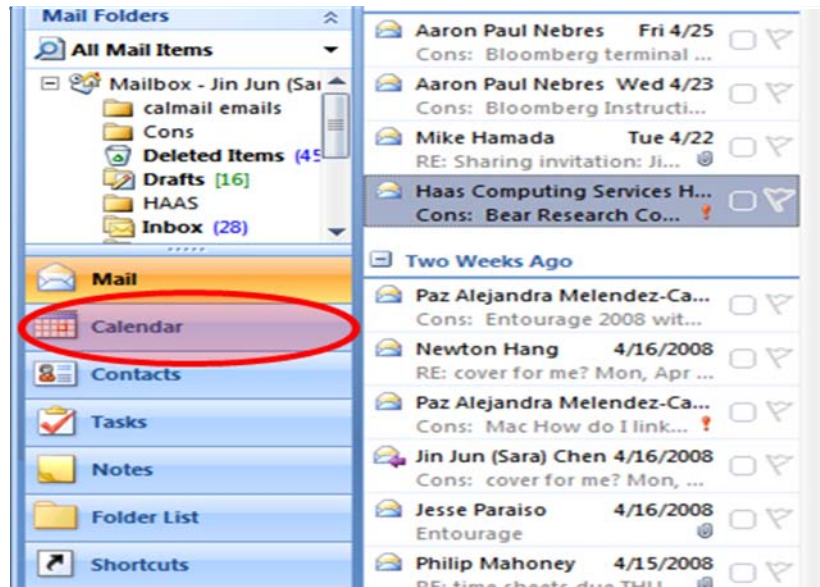


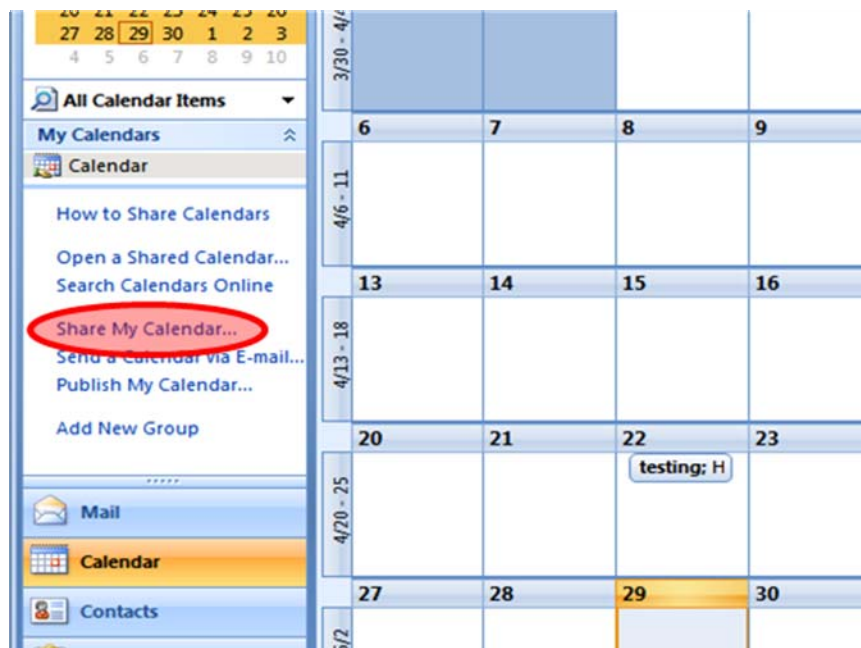


How Do I Share Outlook Calendar?

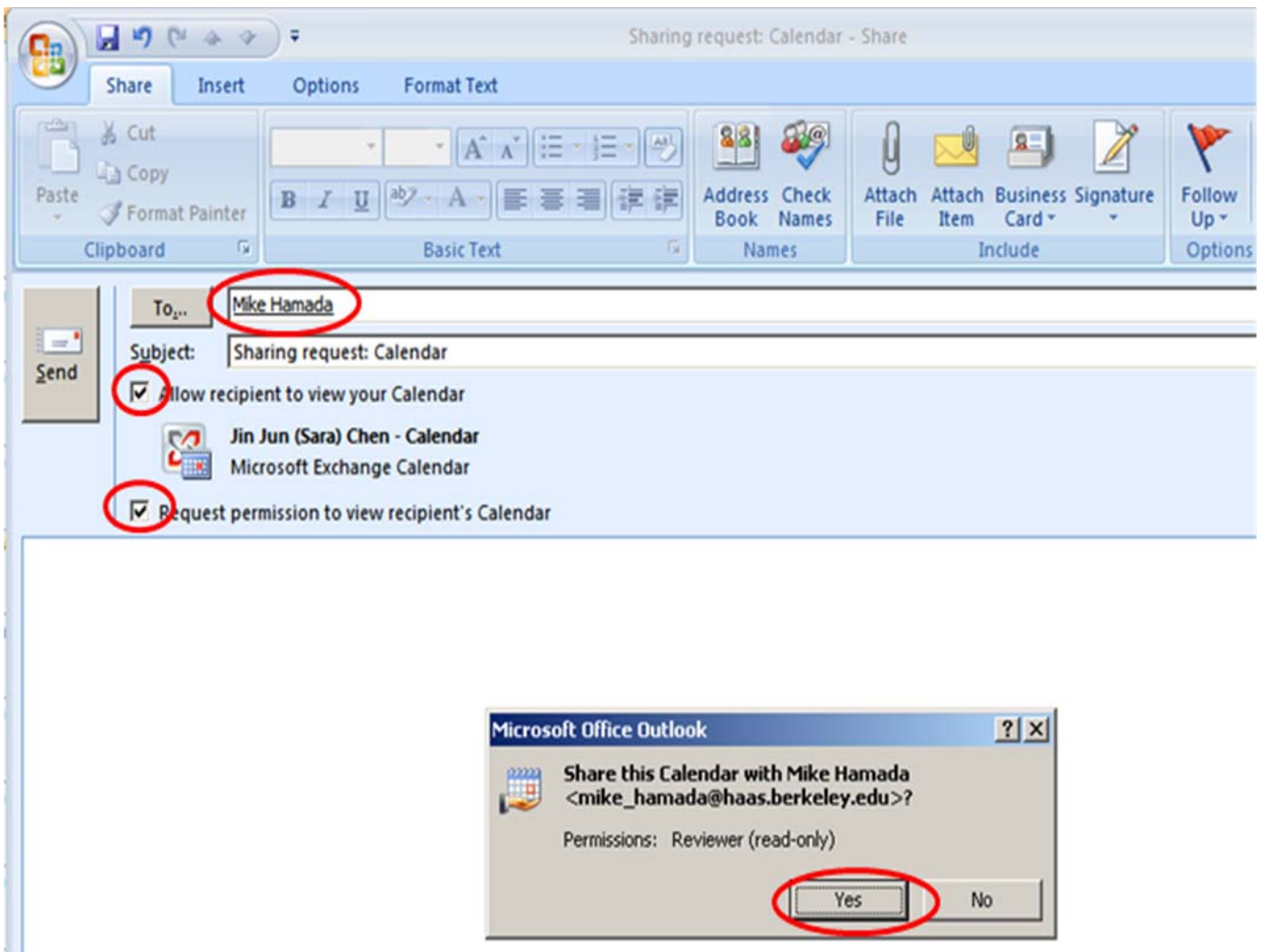
Step	Procedure
1	Open up Microsoft Outlook 2007, click on the Calendar tab at the bottom of the Navigation Pane.



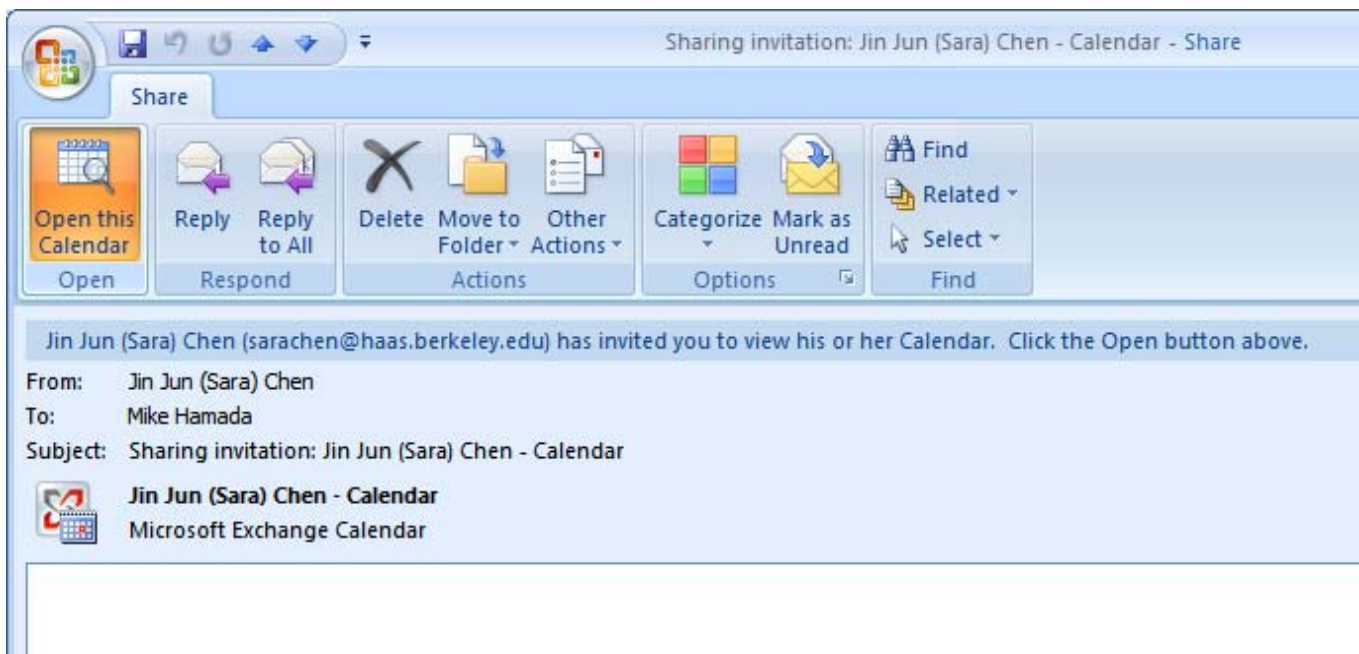
Step	Procedure
2	Once in the Calendar Tab, Click on Share My Calendar on the Navigation Pane.



Step	Procedure
3	<p>a. After clicking on “Share My Calendar”, a calendar share request window will pop up.</p> <p>b. Enter the email address of the recipient you want to share your calendar with.</p> <p><i>NOTE: You can share your calendar with more than one recipient. Just enter all the email addresses of the recipients separated with semicolons between addresses.</i></p> <p>c. Make sure the box of “allow recipient to view your Calendar” is checked.</p> <p>d. If you want to view the recipient’s calendar, check the box next to “request permission to view recipient’s Calendar” as well.</p> <p>e. Click the Send button on the left.</p> <p>f. Another small window will pop up asking for permissions. Just click Yes.</p>



Step	Procedure
4	<ol style="list-style-type: none">An email will be sent to the email addresses you have entered.Your recipients will need to grant you access to their calendar through the share calendar email request that they receive from you.



NOTE: This screen is a sample of the email invitation your recipients will get

Step	Procedure
5	<p>a. Once both parties grant access to share calendar, click on the Calendar tab on the Navigation Pane.</p> <p>b. You should see the name of the other party appear in the mid-section of the Navigation pane, under People's Calendar.</p> <p>c. Check the box next to the name to be able to view the person's calendar.</p>

