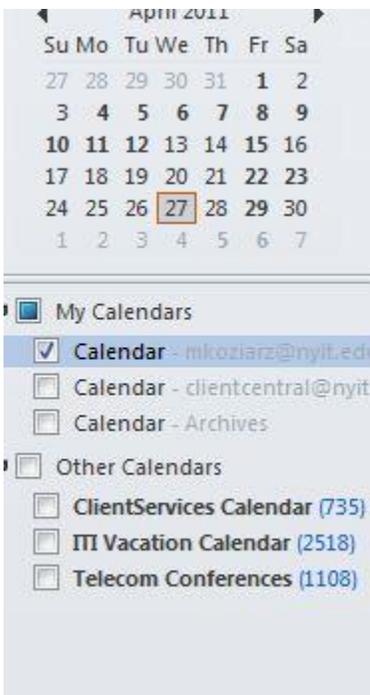Sharing calendar in outlook 2010-2013

Outlook 2010

1. Open Outlook 2010.

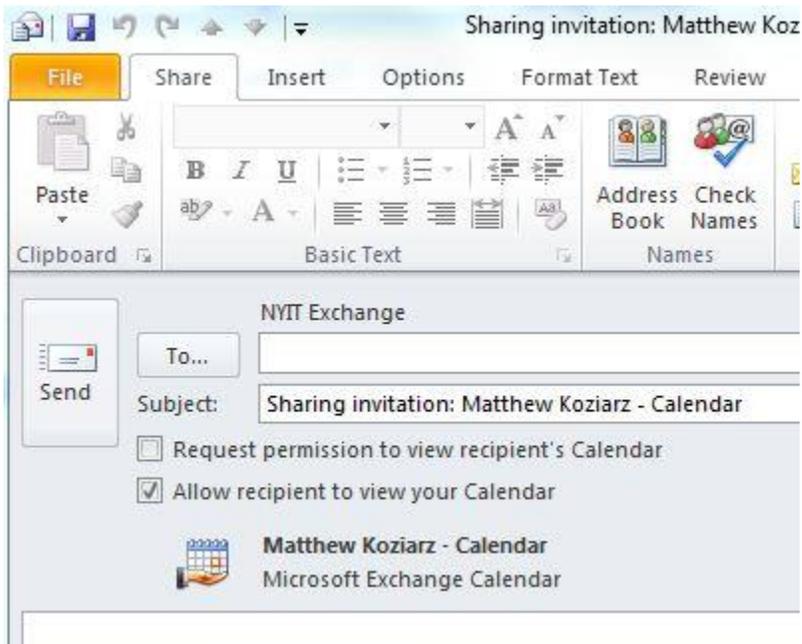2 Click on the calendar you wish to share.

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.
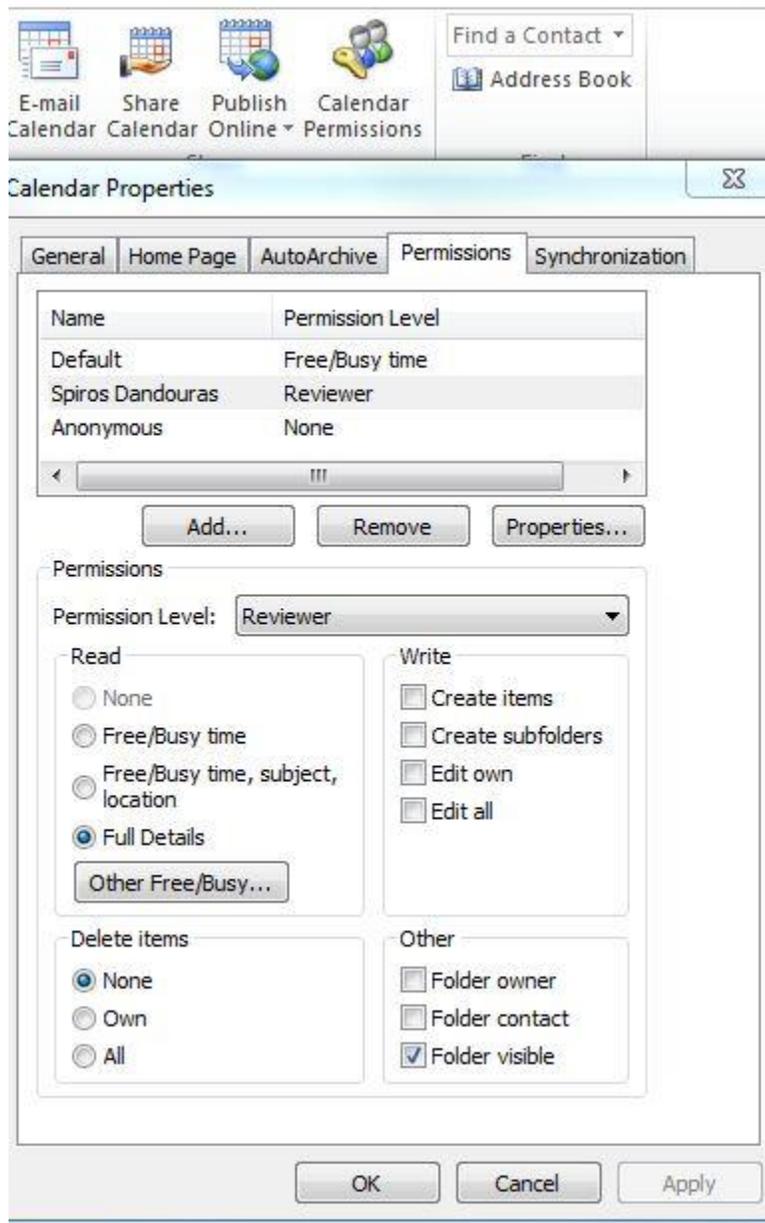
5. Click the **Send** button.

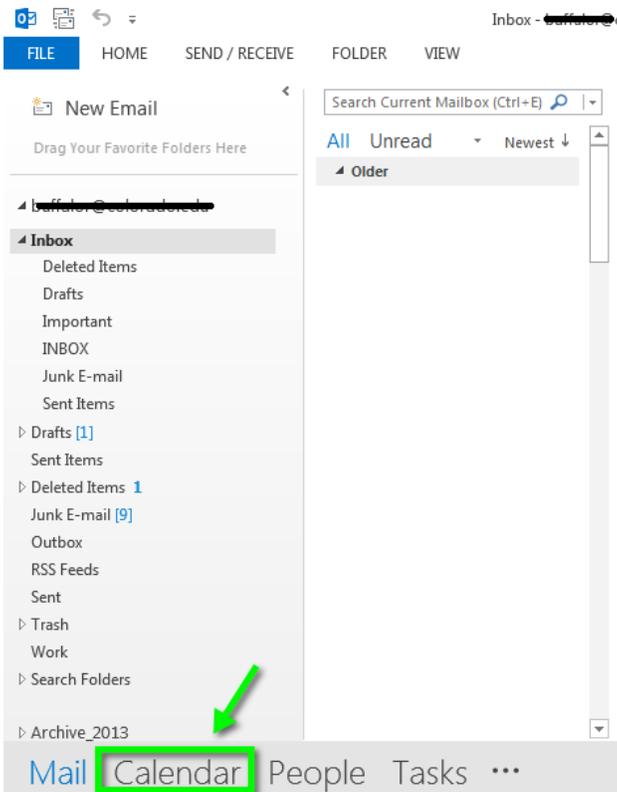6. Click **Yes** when the permissions window pops up.

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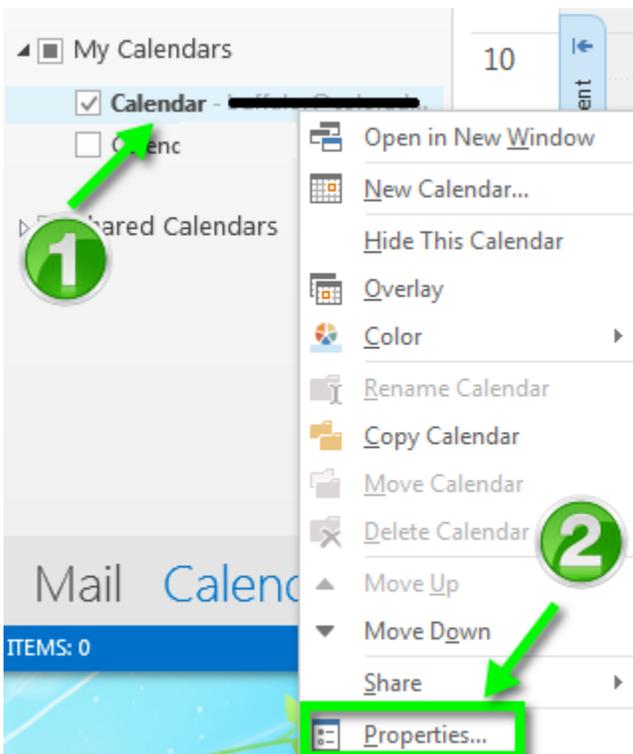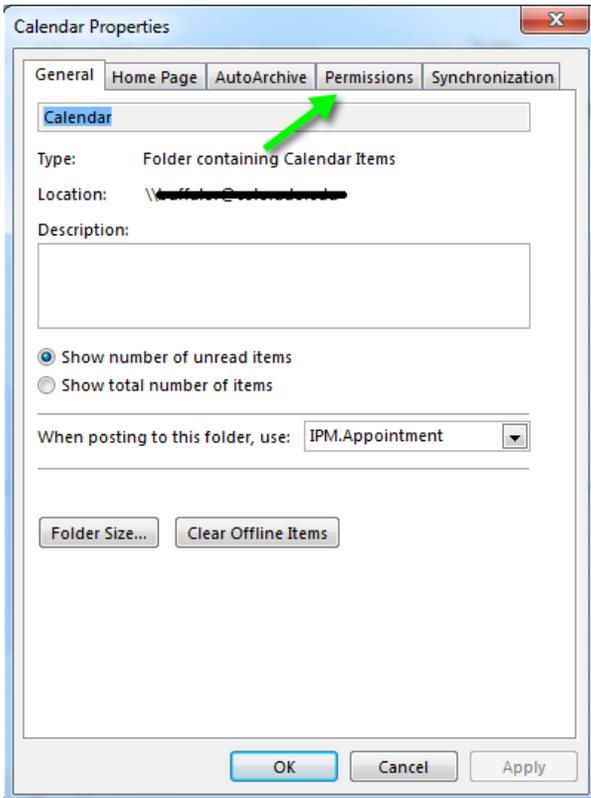

8. Click **OK.**

Outlook 2013

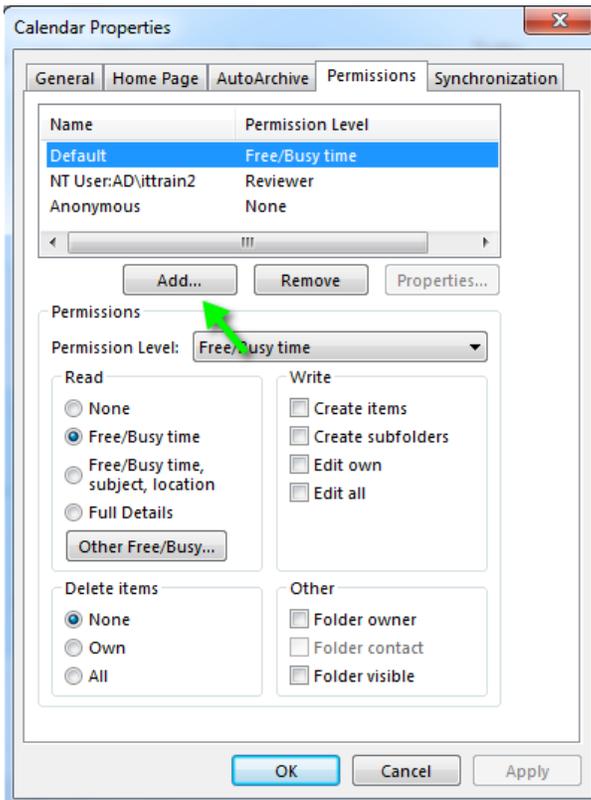Open Outlook. Click the **Calendar** button on the navigation pane.

Right click your Exchange calendar, then click **Properties** from the drop-down menu.
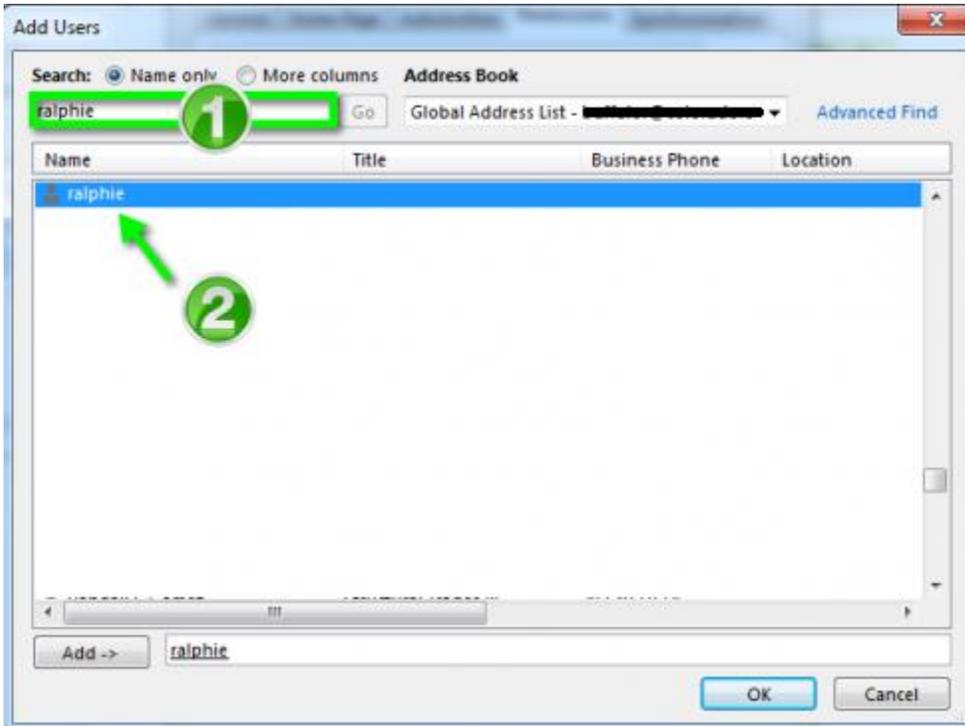
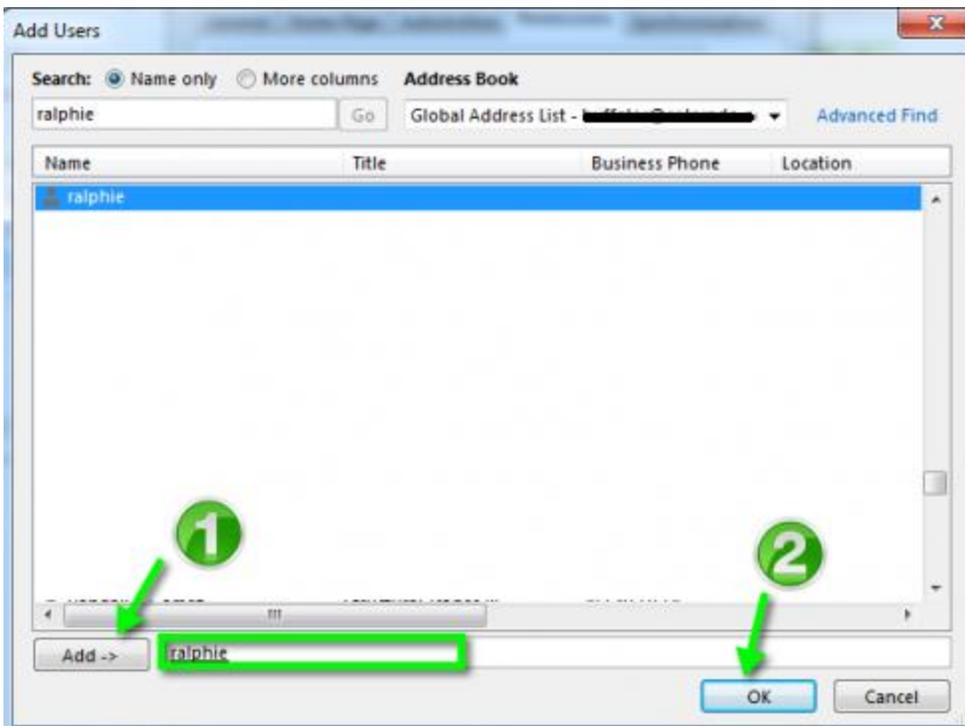Click the **Permissions** tab at the top of the window.


Click the **Add…** button.

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.

You must click the **Add** button, to have the name appear in the Add text field. Then you can click **OK**.

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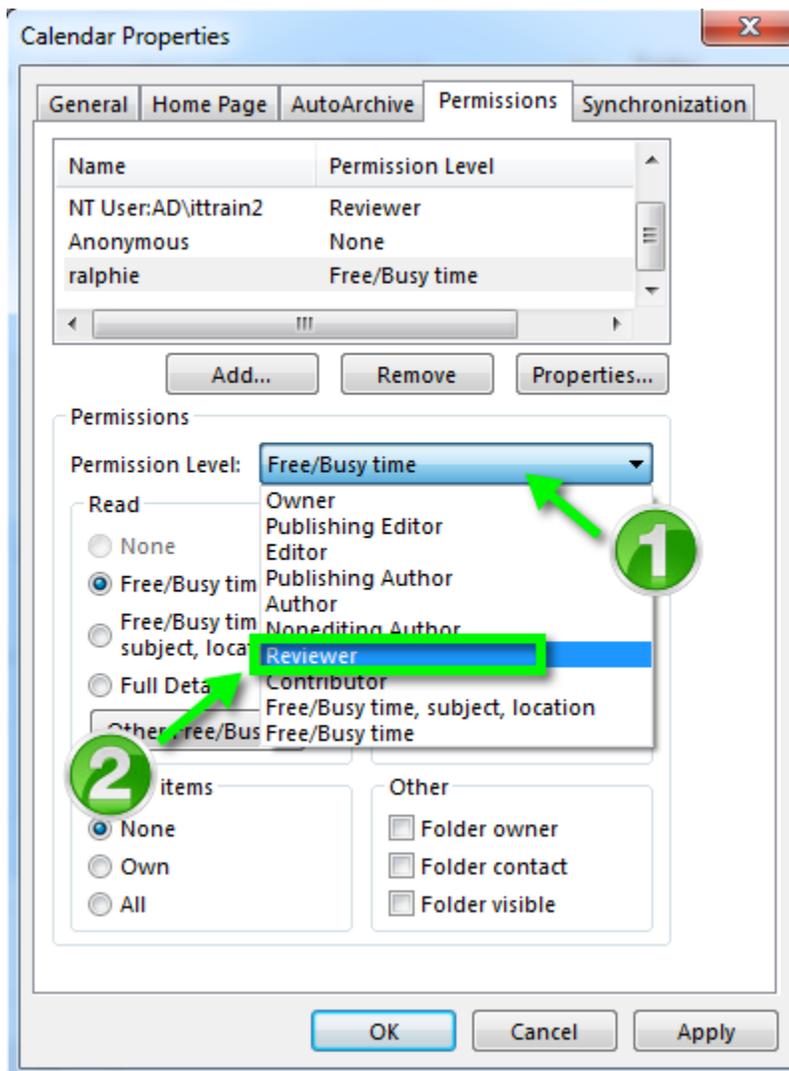
Now the person you have shared your calendar with has the proper permissions.