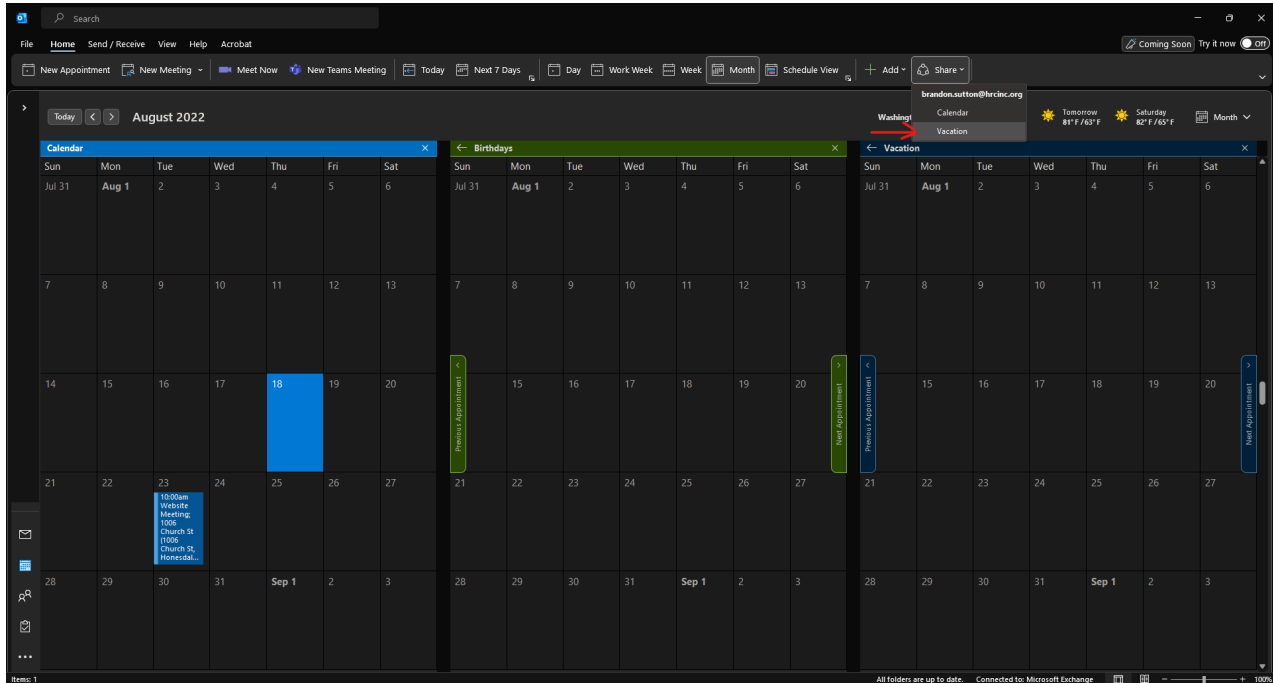
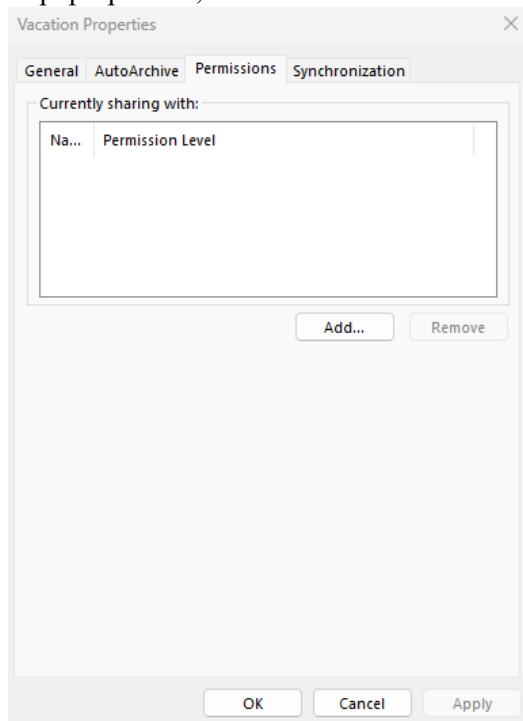


Share a Calendar in Outlook

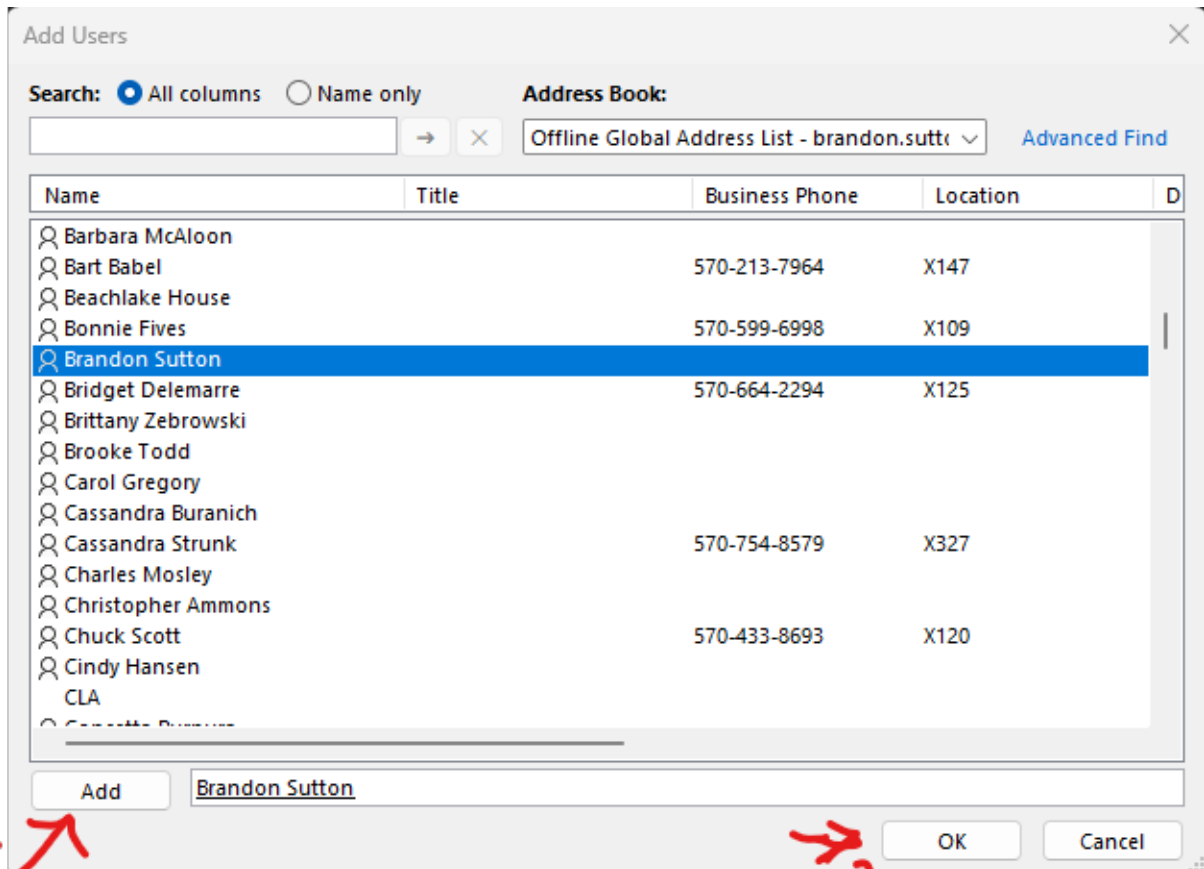
- 1) Click “Share” dropdown and choose name of calendar you’d like to share



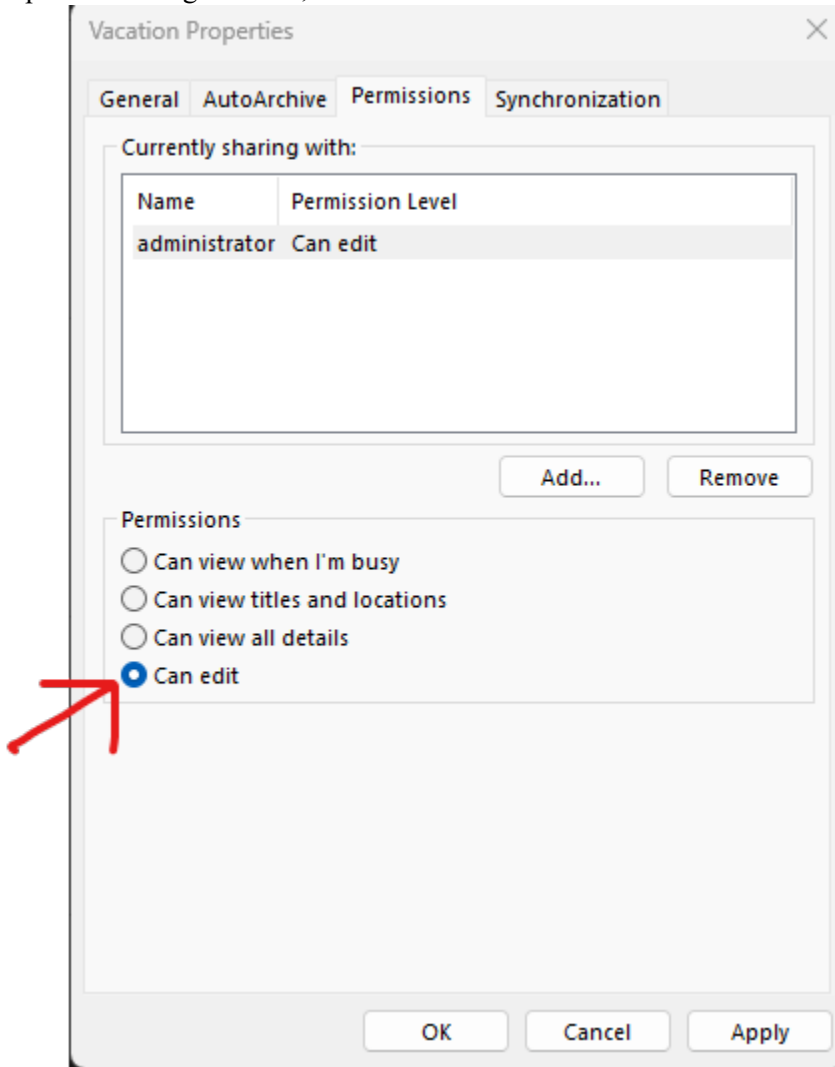
- 2) In pop-up menu, click “Add...” button



3) Find the name of person you'd like to share with and click "Add" button. Then click "OK"



- 4) Set the Permissions level for this shared user. If you want them to be able to make changes and input scheduling material, choose “Can edit”



- 5) Click “Apply” and “OK”

Your calendar is now shared!