

How to Share your Outlook Calendar

[Give Permission to Access Your Calendar](#)

[Log Onto the Calendar to Which You have Been Given Access](#)

Give Permission to Access Your Calendar

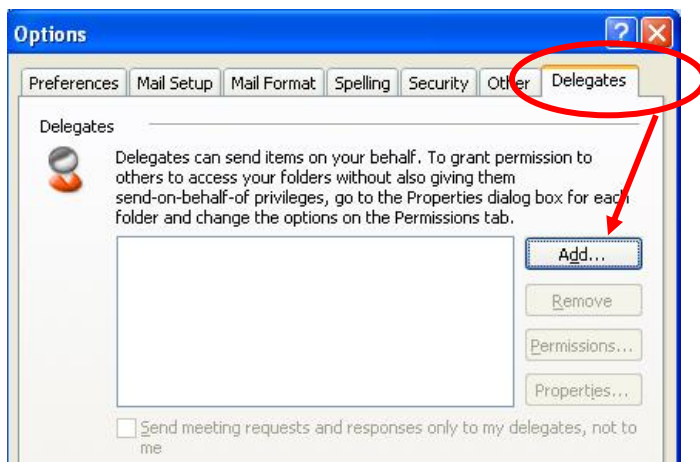
If you would like for anyone to have access to any component of your Outlook information you will to give the person Permissions. This is a two step process which entails setting them up as a delegate to specific areas and assigning specific privileges (Editor, Reviewer, and Author)

Once you're logged into your Outlook account follow these steps to give permissions to **share a calendar**

1. Log into the Outlook account.
2. Go to your **Tools** menu and select **Options**.



3. Click on the **Delegates** tab and then click on the **Add** button.



Last updated on 4/4/2005

4. In the **Type Name or Select from List box** type the last name of the person you want to give calendar access. Once the name appears, highlight the name of the person and then click the **Add** button.
5. If you would like to allow more than one person, repeat this process. When finished click on **OK**.

Add Users

Type Name or Select from List: Show Names from the:

Name	Business Ph...	Office	Title
Seman, Nancy C.	412-237-3275	College Office	Help D...
Senich, Joyce T.		South Campus	I. D. O...
Sepesy, Kathy...		Boyce Campus	
Serafin, Willia...			
Seretti, Rita M.		Allegheny Campus	Adjunc
Serrao, Barbara	412-237-4428	Allegheny Campus By...	Accour
Server Test1 ...			
Settelmaier, J...			
Shablousky, M...		South Campus	Adjunc
Shader, Jeann...			
Shaffo, Joseph			Adjunc

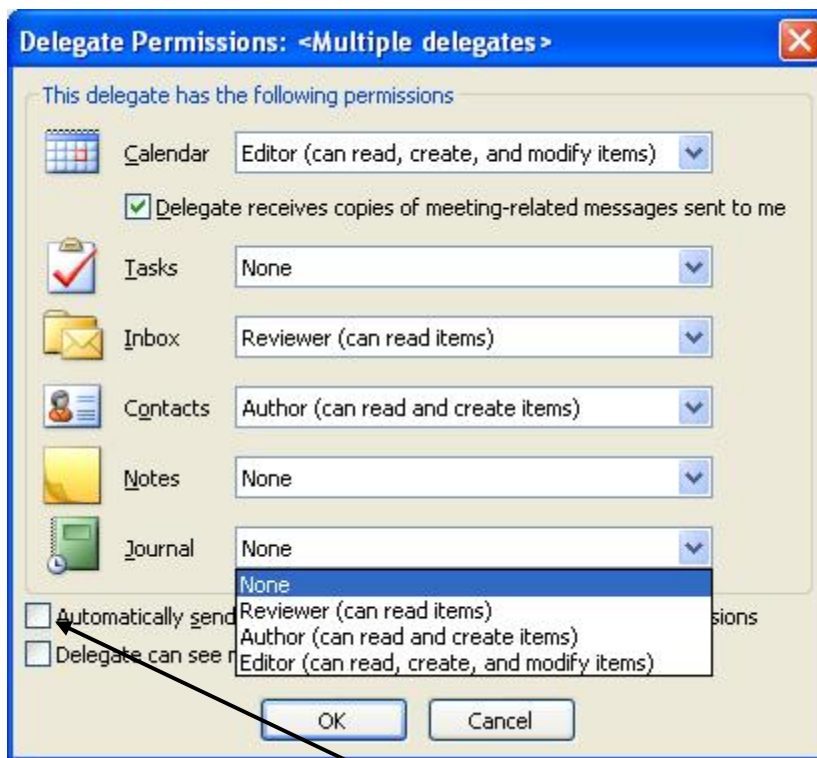
Add Users

Add Users

6. Now you must decide what portion they are to see and what you want them to be able to do (permissions).

Make sure that **Editor** is in the box next to Calendar if you want the person to be able to make and change appointments

Reviewer if you only want them to have read access) and remove the check in the box next to **Delegates receives copies of meeting-related messages sent to me**. If you leave this box checked, everyone that has permission to your calendar will receive an email when someone requests a meeting with you.



To inform delegate of permission, check “*Automatically send a message to delegate summarizing these permissions.*”

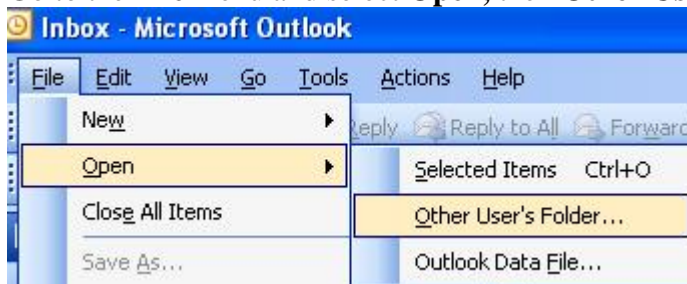
7. Your calendar will now be available to the people/person you granted permission.
8. If you want the person to edit or read tasks, email, contacts, notes or journal, set these to the appropriate permissions as well. (It may be convenient for a secretary to have read access to your contact records)

Last updated on 4/4/2005

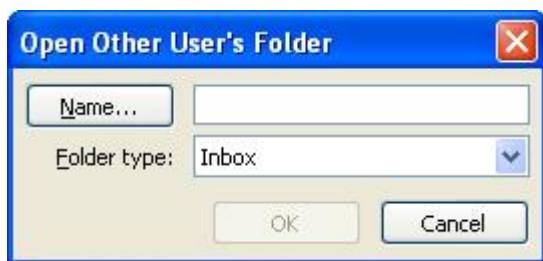
Log onto the Calendar to Which You Have Been Given Access

After following the directions for Part 1 the delegate can now gain access to the calendar of the person who has given them permission.

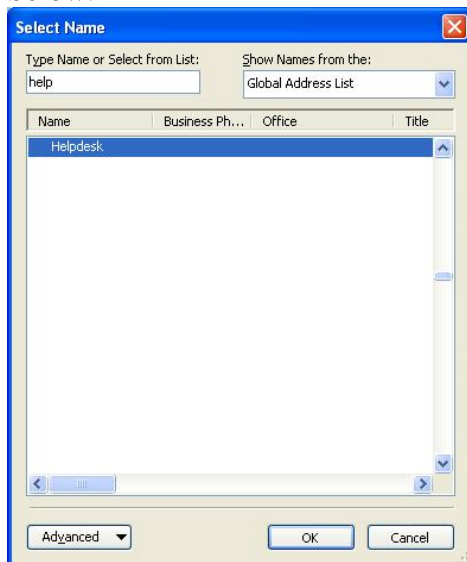
1. Log into YOUR Outlook 2003 account.
2. Go to the **File** menu and select **Open**, then **Other User's Folder**.



3. Click on the **Name** button.



4. **In the Type Name or Select from List** Type the name of the person that gave you access to their calendar. Highlight the name then click **OK** (Or, **Double-click on the name and it will appear below**).



For further documentation and help, see the ITS web site at <http://www.ccac.edu/default.aspx?id=138088>.

5. Pull down the menu next to **Folder:** and select **Calendar** from the list, then click **OK**.



6. Now you will see the other person's calendar. Depending on the permissions you have been given you can view what has been entered into their calendar, make appointments, and add new appointments and events as you would on your own calendar, however you are actually working in their calendar. By adding/removing the check beside the mailbox you will be able to view the calendar along side yours and others or by itself.

