Exchange – Share a Calendar in Outlook 2010

OVERVIEW

You can allow your calendar to be seen by others with Exchange.

This tutorial applies to the following operating system(s): **Windows**

Step 1

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

Mail
Calendar
Contacts
🟹 Tasks
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Step 2

Right click your Exchange calendar and then click on **Properties** from the drop down menu.



Step 3

Click the **Permissions** tab at the top of the window. Click the **Add** button.

Calendar Properties	×
General Home Pag	e AutoArchiv Permissions Synchronization
Name	Permission Level
Default Anonymous	Free/Busy time None
Permissions Permission Level:	Remoye Properties
Read None Free/Busy tim Free/Busy tim subject, locat Full Details Other Free/Bus	Write Create items Create subfolders e, Edit own ion Edit all
Delete <u>i</u> tems None Own All	Ot <u>h</u> er Folder owner Folder contact Folder visi <u>b</u> le
	OK Cancel Apply

Step 4

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**

Add Users	and the last	Address of the Owner, Name	.	×
<u>Search:</u> <u>Name only</u>	More columns	u <u>d</u> dress Book		
Helpdesk	Go	Search Results - Global Address List	•	Ad <u>v</u> anced Find
Name	Title		Bu	siness Phone
🚨 Help Desk				~
				-
				4
Add -> Help D	esk.			
			ОК	Cancel

Step 5

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**.

Calendar Properties	X			
General Home Page	e AutoArchive Permissions Synchronization			
Name	Permission Level			
Default Anonymous I	Free/Busy time None			
Help Desk I	Reviewer			
A <u>d</u> d. Permissions	Remo <u>v</u> e <u>P</u> roperties			
Permission Level:	Reviewer			
Read Owner None Publishing Editor Editor Editor Free/Busy tim Publishing Author Author Free/Busy tim Nonediting Author Subject, locati Reviewer Full Details				
Other Free/Bus	Free/Busy time, subject, location Free/Busy time			
Delete <u>i</u> tems None Own All	Ot <u>h</u> er <u>F</u> older owner F <u>o</u> lder contact Folder visi <u>b</u> le			
OK Cancel Apply				

Step 6

Now the person you have shared your calendar with has the proper permissions. Check out Open a Shared Calendar in Outlook 2010 to see how they open the calendar.