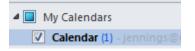
Share and View Calendars in Office 2010

Give Permissions to Others to View Your Outlook Calendar in Office 2010

1. Before someone can view your calendar, you must first give them permissions to do so. To do this, open Outlook and click on the calendar view on the bottom left of Outlook.



2. Select and highlight **Calendar** from your calendar list on the left side of Outlook calendar view.



3. From the top ribbon, click on **Calendar Permissions**. The Calendar Properties box will appear. Click the **Add** button.

eneral Home Page AutoArd	hive Permissions Synchronization		
Name Permission I	Permission Level		
Default Free/Busy t	Free/Busy time		
Add Permissions Permission Level: Free/Busy	Remove Properties		
Read	Write		
None	Create items		
Free/Busy time	Create subfolders		
Free/Busy time, subject,	Edit own		
location	Edit all		
Full Details			
Other Free/Busy			
Delete items	Other		
None	Folder owner		
Own	Folder contact		
i All	Folder visible		

4. The Add Users box will appear. In the Address Book field, select **Global Address List** from the drop-down menu. In the **Search** box, type the last name of the person you want to view your calendar. Click **Go**. Highlight the name in the results and click twice. It will appear next to the Add button. Click **OK**.

Search: Name only Mo			
oet-help	Go Global Add	ress List - jennings@udel.edu	 Advanced Find
Name	Title	Business Phone	Location
💲 oet-help			
🇞 Pat Brinley			
🇞 Patricia Dooling			
🗞 Patrizia Pannebaker			
🇞 Paul Solano			
🇞 Paula Chacon	Family/Child Specia	list	
💈 Pease, Joel			
🇞 Peg Bradley			
8 Phyllis Cohen			
🗞 Phyllis Guinivan			
8 publicallies			
8 Raffel, Jeff			
💈 Raheemah Jabbar-Bey			
8 Rebecca Hardy			
look Rebecca Sheppard			
log Reid Millius			-
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Add -> <u>oet-help</u>			

5. The Calendar Properties box will appear. By default, the person you have chosen to view your calendar will only have Free/Busy time permission. This allows him or her to only see that you are busy or free and does not allow them to see or add details of an appointment. To give more permissions, click on the **Permission Level** drop-down menu, choose the level of permission, and click Apply and/or **OK**. You'll be able to see what different permission levels do by selecting them before you click Apply and OK. Boxes are checked under Read and Write, depending on the level of permission.

Calendar Properties			×	
General Home Pag	ge AutoArchive	Permissions Sync	hronization	
Name	Permission Leve	el		
Default	Free/Busy time			
oet-help	Free/Busy time			
Permissions	l Re	move Propert	ies	
Permission Level:	Free/Busy tim	e	-	
Read		Write		
None		Create items		
Free/Busy ti	me	Create subfolde	ers	
◎ Free/Busy ti location	me, subject,	Edit own		
Full Details		Larcon		
Other Free/Bu	Jsy			
Delete items		Other		
None		E Folder owner		
Own 🔘		E Folder contact		
© All		Folder visible		
		`		
OK Cancel Apply				

Now the person whom you shared your calendar with will be able to open your calendar by following the next set of directions.

View Others' Outlook Calendars on Win Exchange in Office 2010

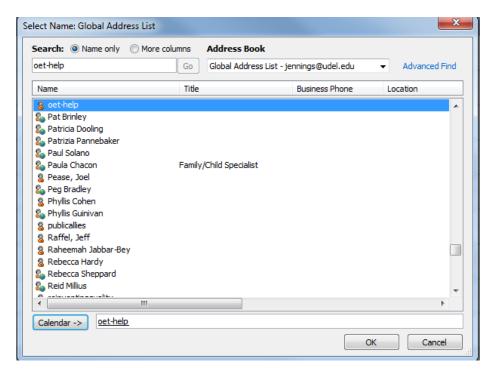
1. Within Outlook, click on the Calendar view icon toward the bottom left of your screen.



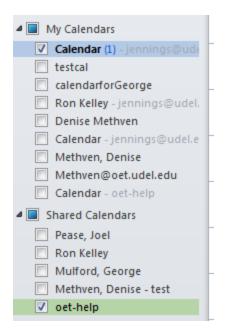
2. In the ribbon at the top of your screen, click on **Open Calendar** and from the drop-down menu, select **From Address Book**.



3. A dialog box will appear (see below). From the Address Book field, select Global Address List, if it's not already selected by default. Under the Search field, enter the last name of the person who has given you permission to view his or her calendar. Click Go. Highlight the name in the results and click twice on it. The name will appear next to the Calendar button as it does in the following example for oet-help. Click OK.



4. The calendar will now appear within Outlook in your list of shared calendars. You can choose to view it by checking the box in front of the calendar's name (see oet-help example below).



If you need further assistance, contact <u>oet-help@udel.edu</u>, (302)831-8162.