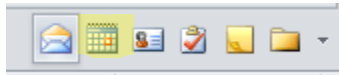# Share and View Calendars in Office 2010

## 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.
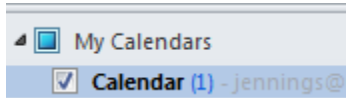

3. From the top ribbon, click on **Calendar Permissions**. The Calendar Properties box will appear. Click the **Add** button.
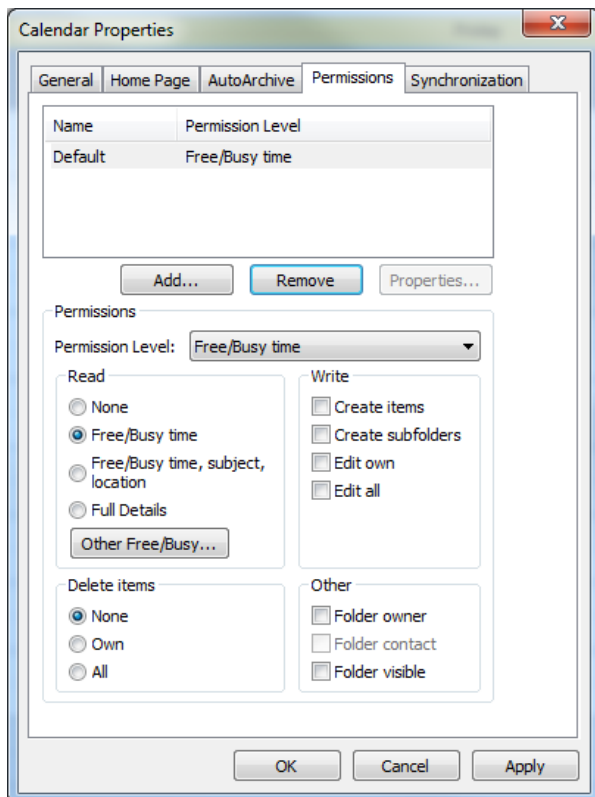
4. The Add Users box will appear. In the Address Book field, select **Global Address List** from the drop-down menu. In the **Search** box, type the last name of the person you want to view your calendar. Click **Go**. Highlight the name in the results and click twice. It will appear next to the Add button. Click **OK**.
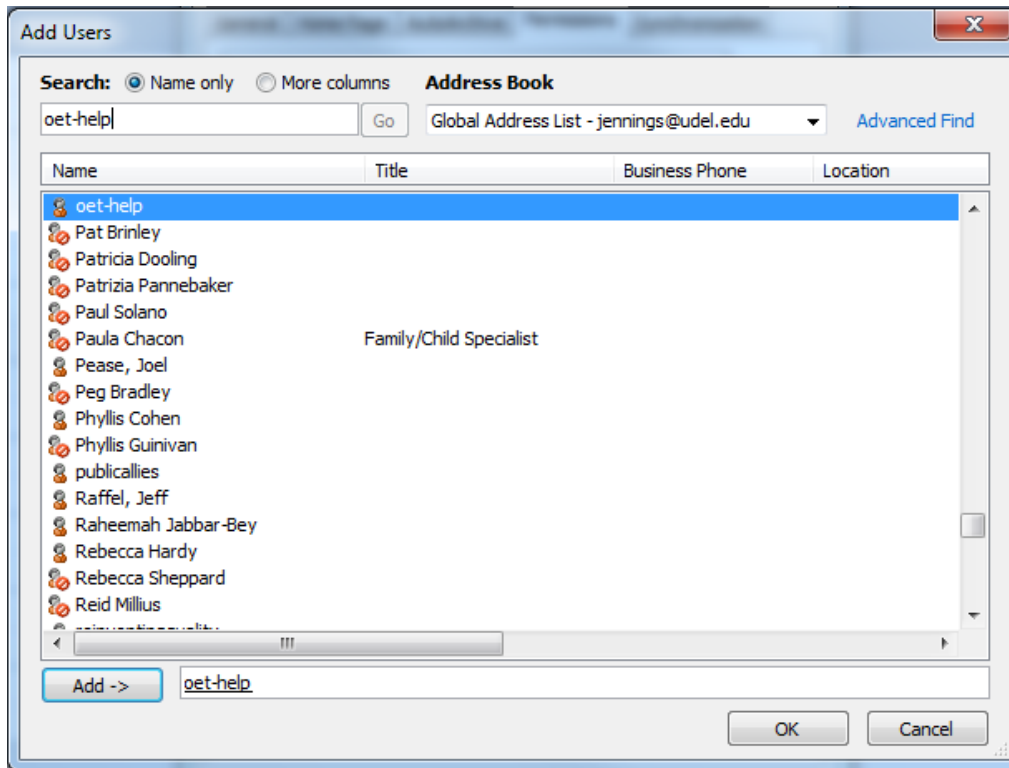
5. The Calendar Properties box will appear. By default, the person you have chosen to view your calendar will only have Free/Busy time permission. This allows him or her to only see that you are busy or free and does not allow them to see or add details of an appointment. To give more permissions, click 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.
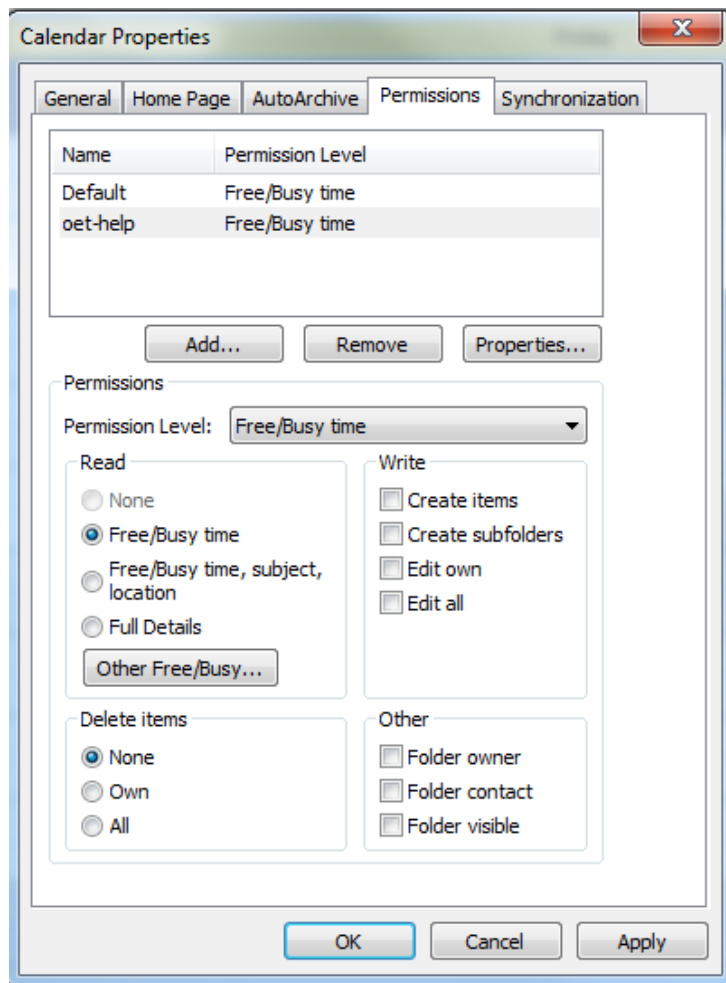
Now the person whom you shared your calendar with will be able to open your calendar by following the next set of directions.

### View Others' Outlook Calendars on Win Exchange in Office 2010

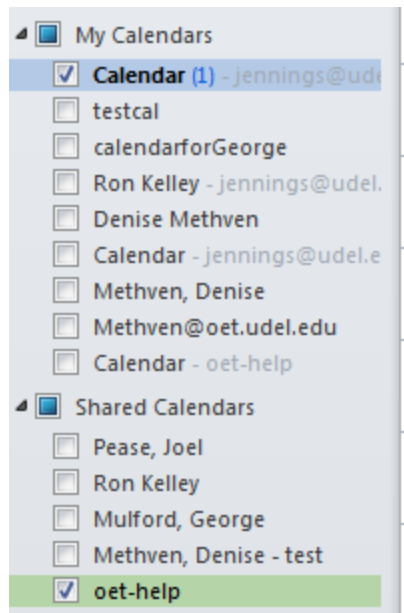1. Within Outlook, click on the Calendar view icon toward the bottom left of your screen.

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

Open
Calendar ▾
Manage Ca
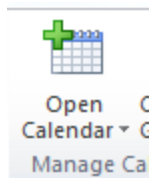
3. A dialog box will appear (see below). From the **Address Book** field, select **Global Address List**, if it's not already selected by default. Under the **Search** field, enter the last name of the person who has given you permission to view his or her calendar. Click **Go**. Highlight the name in 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**.
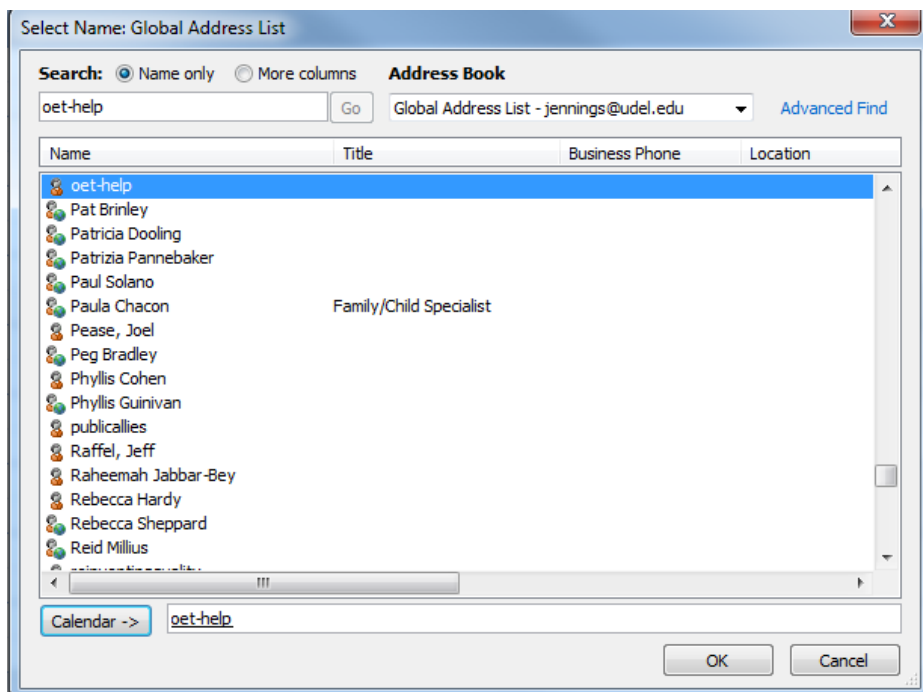
4. The calendar will now appear within Outlook in your list of shared calendars. You can choose to view it by checking the box in front of the calendar's name (see oet-help example below).

My Calendars
- ☑ **Calendar (1)** - jennings@ude
- ☐ testcal
- ☐ calendarforGeorge
- ☐ Ron Kelley - jennings@udel.
- ☐ Denise Methven
- ☐ Calendar - jennings@udel.e
- ☐ Methven, Denise
- ☐ Methven@oet.udel.edu
- ☐ Calendar - oet-help

Shared Calendars
- ☐ Pease, Joel
- ☐ Ron Kelley
- ☐ Mulford, George
- ☐ Methven, Denise - test
- ☑ oet-help

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