

Microsoft Outlook Calendar Sharing

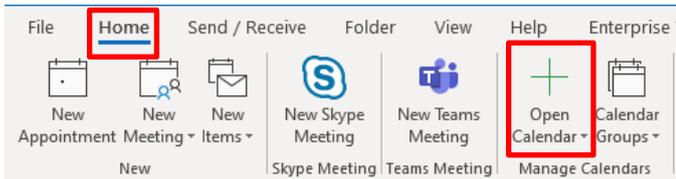
In Microsoft Outlook, you can share your calendar and add other calendars that have been shared with you. Allowing you to view or manage the calendars for generic and staff accounts.

Adding a calendar

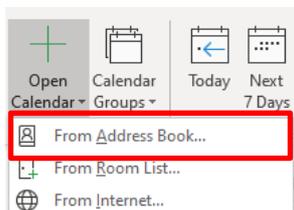
1. In *Microsoft Outlook* click on the **Calendar** icon on the bottom left hand corner of your screen.



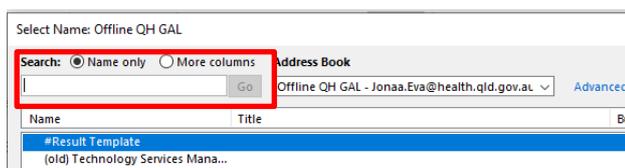
2. Select the **Home** tab from the *Microsoft Outlook* toolbar and click **Open Calendar**.



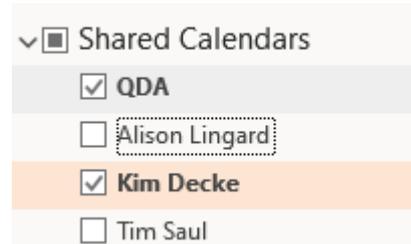
3. From the list select **From Address Book**.



4. In the **Search** field enter the name of the calendar, select **Go** and the calendar will now be added to your shared calendars.



5. The Shared Calendars list is on the lefthand side of your screen in the Calendar Navigation Pane.



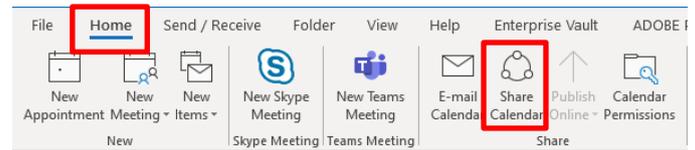
Select the check box to view the calendar. Multiple calendars selected will appear side by side.

Sharing a calendar

1. In *Microsoft Outlook*, click on the **Calendar** icon on the bottom left hand corner of your screen.

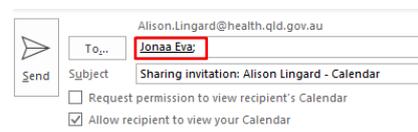


2. Select **Home** from the *Microsoft Outlook* toolbar then click **Share Calendar**.

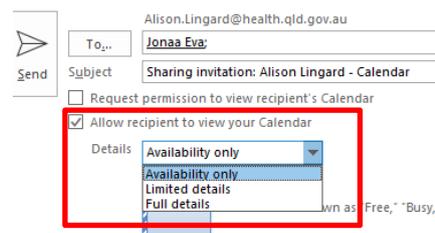


Note: You need to be an owner to share a calendar.

3. Enter the email address of the person are sharing your calendar with.



4. Select the **Details** dropdown box and choose the level of access you are granting.



5. Once permissions have been set select **Send** and the staff member can add the calendar.