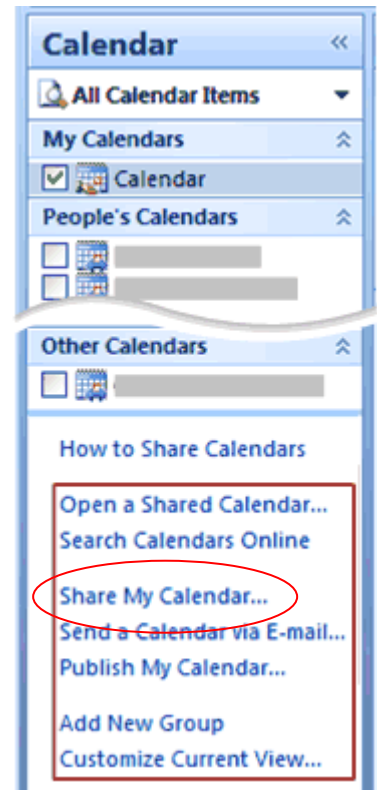


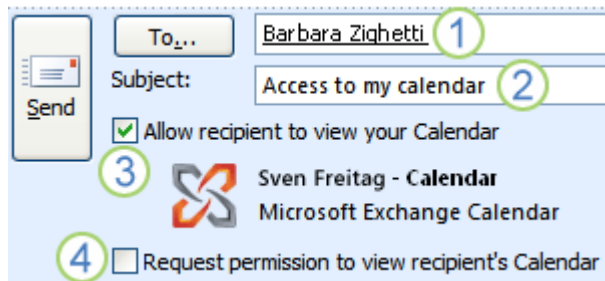


Share your Calendar with other Exchange users

With your Exchange account, you can share your Exchange Calendar. The recipient receives an e-mail notification that you have shared your Calendar with them. Also, you can request that the recipient share his or her Exchange Calendar with you.



In the **Calendar** section of the **Navigation Pane**, click the **Share My Calendar** link.

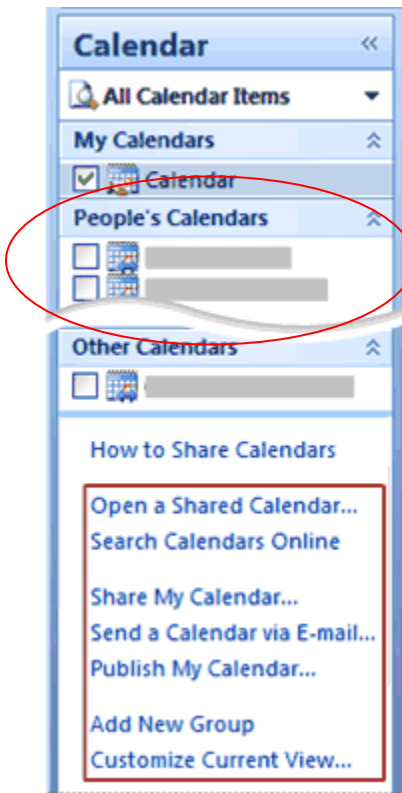


- 1 In the **Sharing invitation** that appears, enter the name or names of the people you want to grant access to view your calendar.
- 2 You may use the default subject for the invitation or you may type a custom subject for your invitation.
- 3 The **“Allow recipient to view your Calendar”** check box should be selected by default.
- 4 You may also wish to select the **“Request permission to view recipient’s Calendar”** check box.

Click the **Send** button when you are ready.

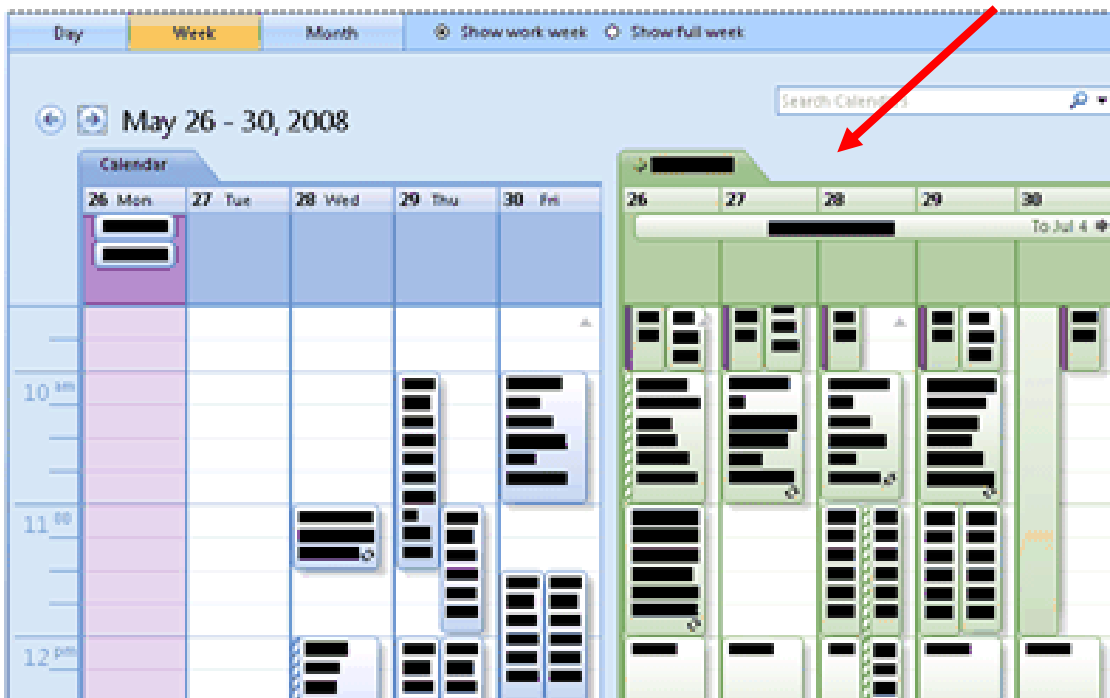


Open a shared Exchange Calendar



Once another user has granted you access to their calendar, it will appear under the “People’s Calendars” heading in your **Navigation Pane**. You can view any listed calendar by clicking the check box next to the person’s name.

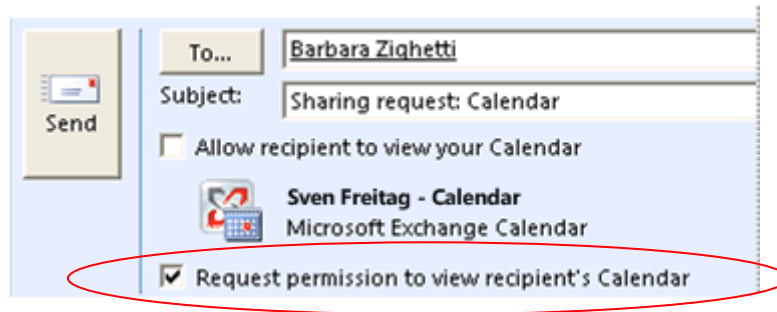
Selected calendars appear next to any calendar that is already in the view. You have the ability to view several calendars at once, and can toggle them on and off by selecting / deselecting the check boxes.





Request to share an Exchange Calendar

To make a “**Sharing request**”, you follow the same process as above with one simple exception. In the **Calendar** section of the **Navigation Pane**, click the **Share My Calendar** link. Address the message as necessary, but deselect the check box next to “**Allow recipient to view your Calendar**” and select the check box next to “**Request permission to view recipient’s Calendar**”. Send the request when you have completed the form.



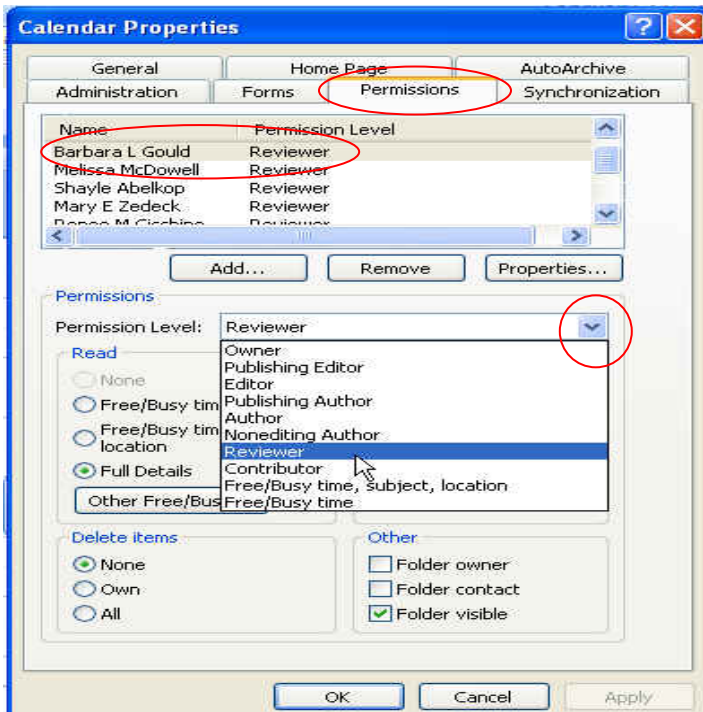
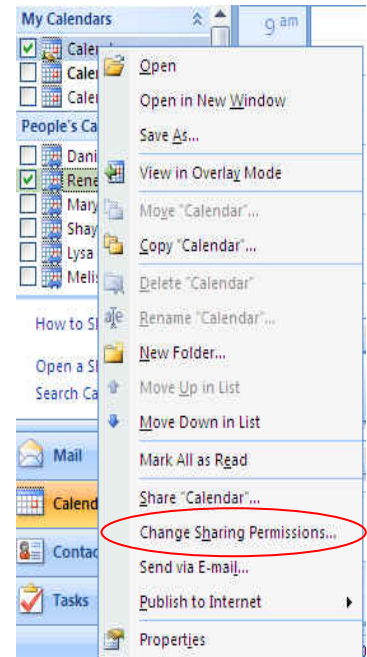
NOTES You can open only a user's default calendar. Even if a person has created an additional calendar, you can open only the default Calendar.



Changing User Permissions to Your Calendar

By default, when you share your calendar and grant access to another Exchange user, they receive **Reviewer** access. You have the option to grant or delegate additional functionality to a user by changing their permissions.

Start by right-clicking your calendar in the **Navigation Pane** and select “**Change Sharing Permissions**”.



In this next screen, make sure you are on the **Permissions** tab and select the user you want to modify. Click on the pull-down arrow to see the permission choices available and make the appropriate selection.

Click the **Apply** button for each change you make. Click **OK** when you have finished making changes. Each user now has the individual privileges you have granted.