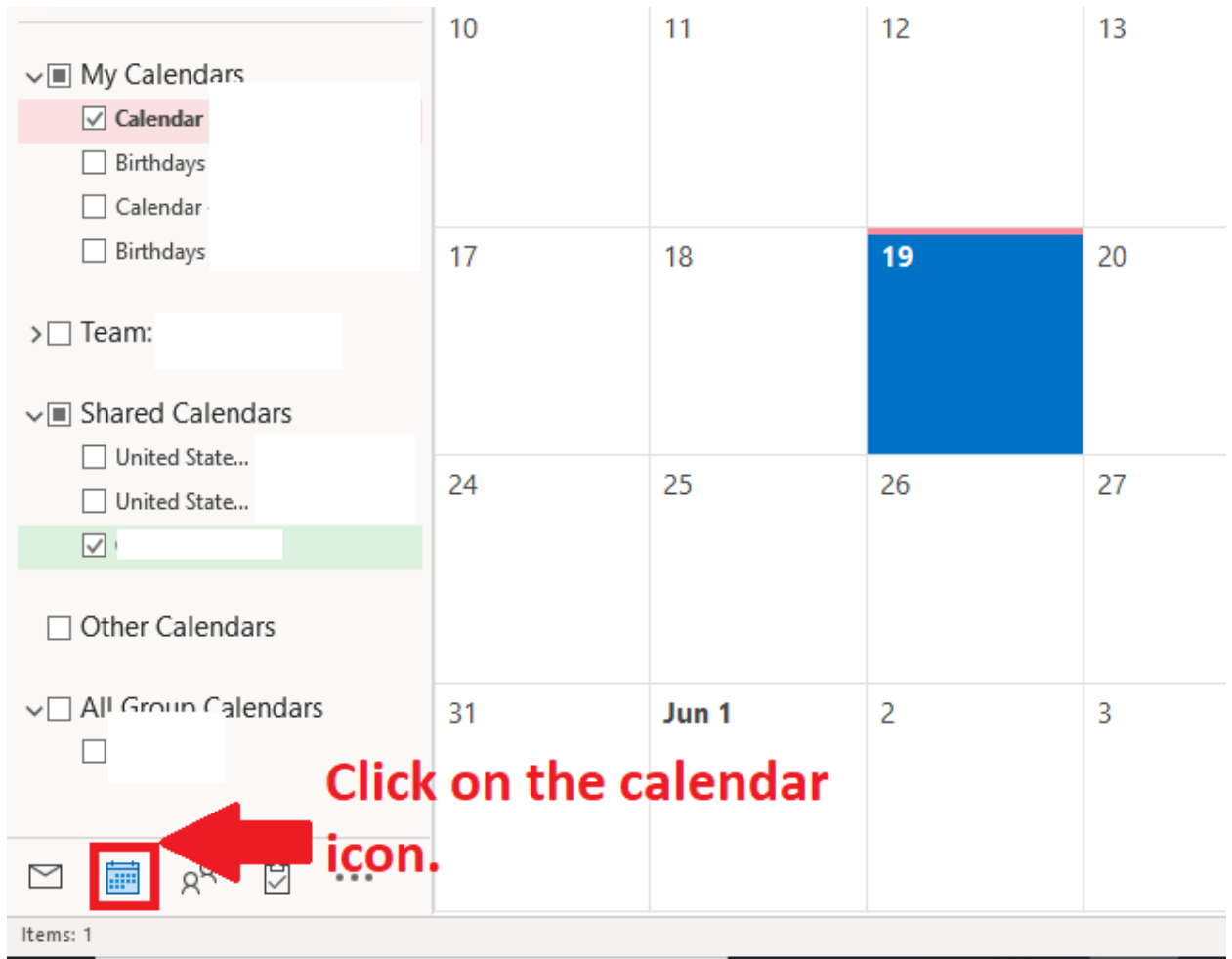


# Sharing Your Outlook Calendar

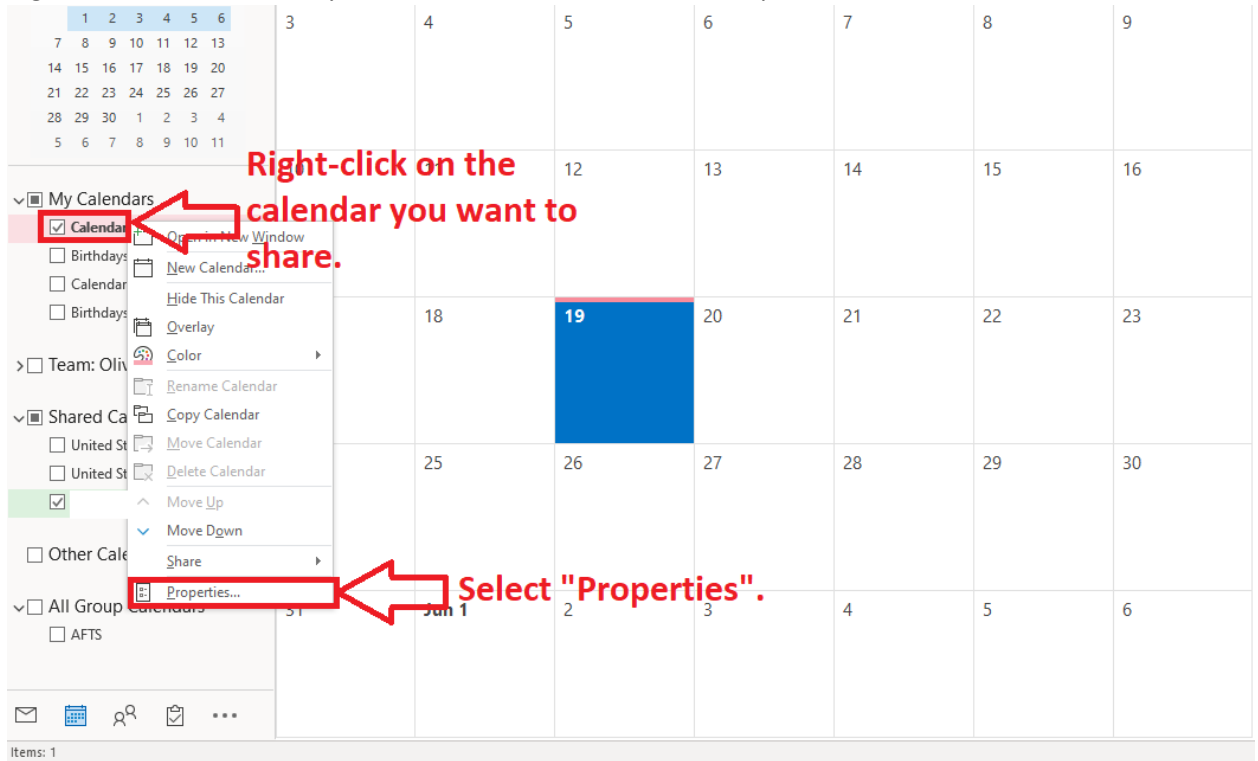
1. Open Outlook (If you're using a department computer you should see the outlook icon in the taskbar below).



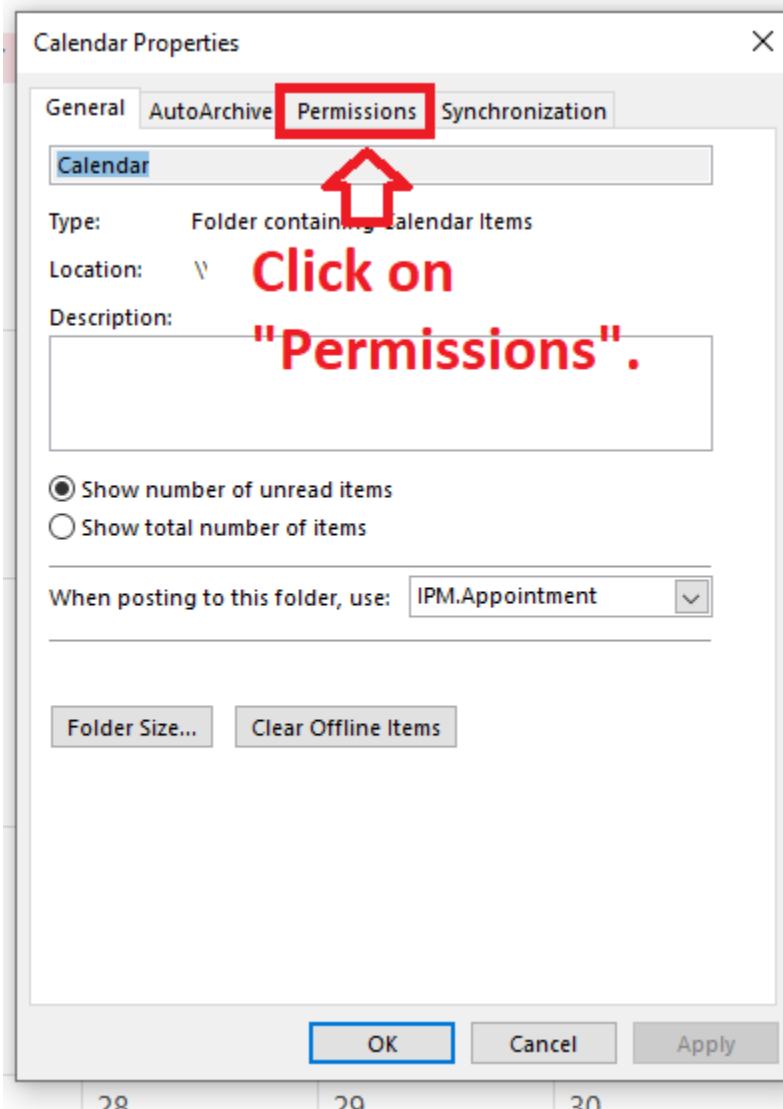
2. Click on the "Calendar" icon at the bottom left corner.



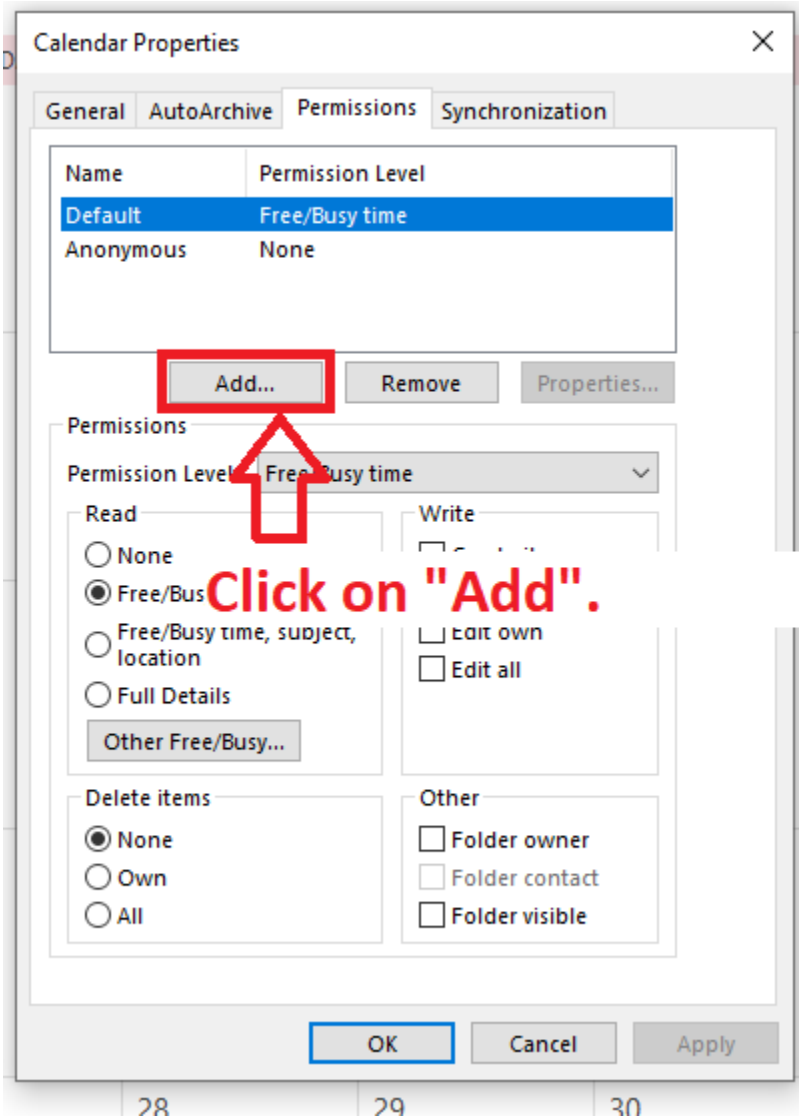
3. Right click on the calendar you want to share. And click on "Properties"



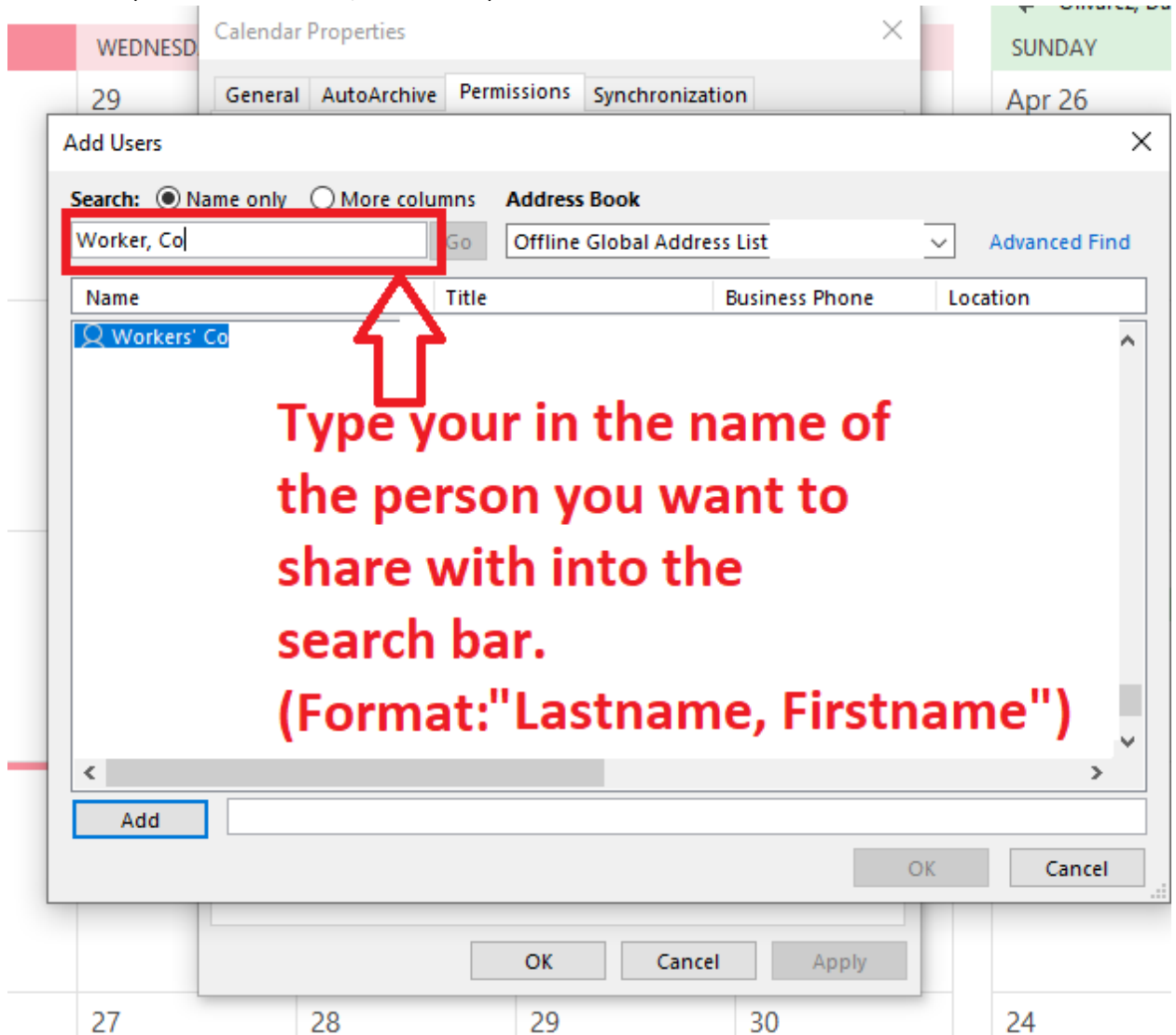
- Once you have clicked on "Properties" and new window will open and then click on the "Permissions" tab.



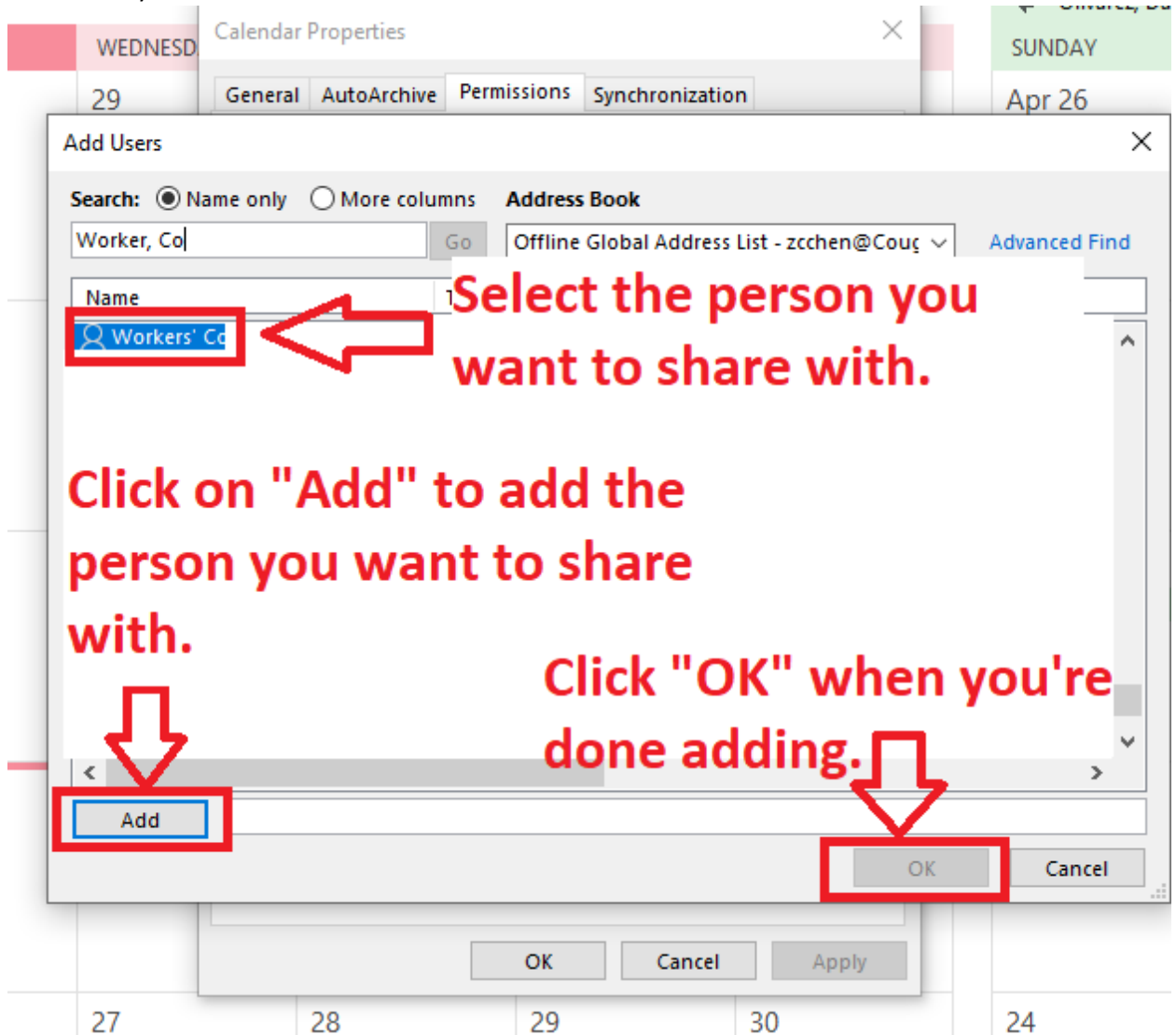
5. Click on the "Add" button to who will be able to view your calendar.



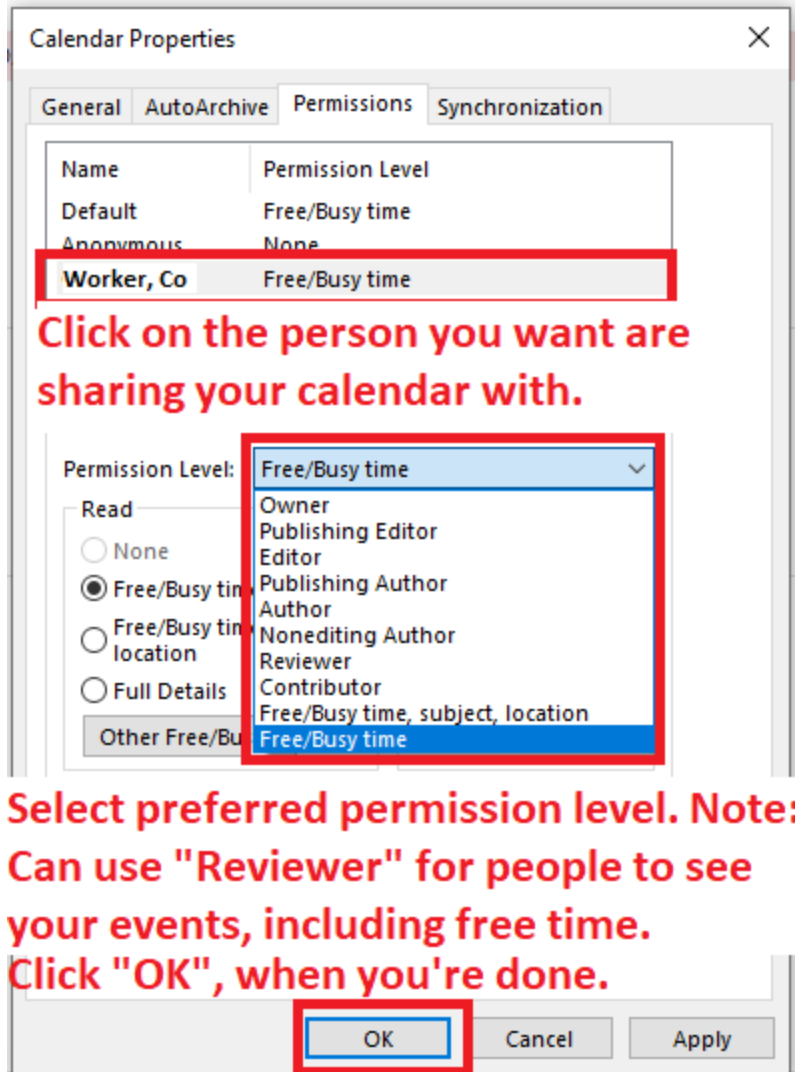
- A new window will appear, type in the person you want to share the calendar with into the search bar (Format: "Lastname, Firstname")



7. Select the person you want to share your calendar with. Then, click on "Add". Finally, click on "OK" when you're done.



8. Select the person you are sharing calendar with. Change the "Permission level" of that person if needed, note that "Free Time" is at default which would only show your free times, select "Reviewer" if you want the person to also see your events but this is personal preference. Click "OK" when you're done.



9. Now you are done. You have now shared with your calendar with someone.