

QUICK REFERENCE GUIDE Calendar Sharing In Microsoft Outlook 2007

Overview

Outlook's Calendar feature keeps track of your appointments, tasks, and meetings. You can also share access to your calendar with others and control what they see on your calendar. In other e-mail programs, this was called **proxy access**. In Outlook, it is simply called **calendar sharing**.

Using Calendar Sharing in Outlook

A sample calendar is shown here. In this example, I have access to the calendar belonging to **Outlook 16**. I can also give another user access to my calendar.

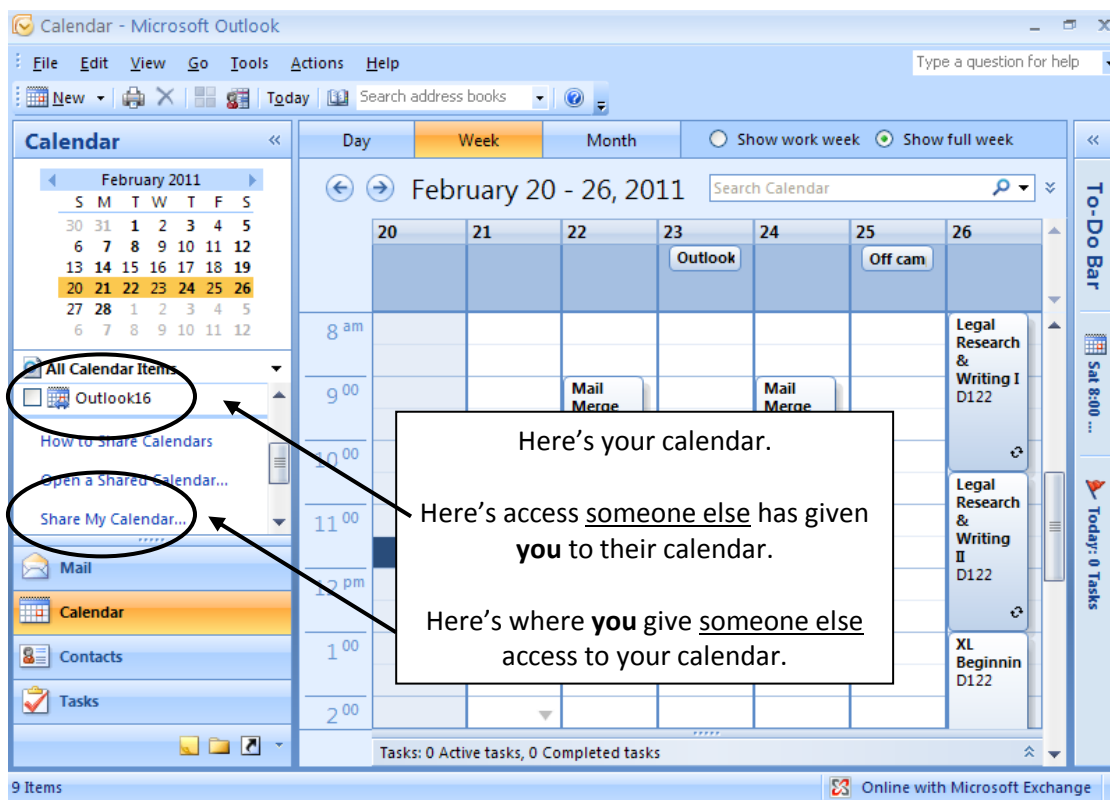



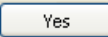
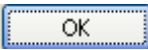
Figure 1: Viewing a Shared Calendar and Sharing Your Calendar with Others

Use the procedure here to give someone access to your calendar.


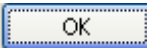
1. From the Outlook main window, click on the **Calendar** button in the Navigation Pane.

2. From the **Calendar** pane, click the **Share My Calendar** hyperlink. A Sharing Invitation message window appears.
3. Enter the e-mail addresses (or contact names) of the people whom you are asking to share your calendar.
4. Check the **Allow recipient to view your calendar** check box.
5. To ask recipients for permission for you to access their calendars, check the **Request permission to view recipient's calendar** check box.



6. Click the  button to send the invitation. You will now be asked to confirm that you wish to share your calendar with a recipient. Click the  button to confirm. By default, the recipient will only be able to read your calendar, but will not be able to edit it.
7. When the invitation has been extended to the recipient, you will receive another dialog box indicating that the calendar has been shared. Click the  button.ⁱ

To remove a person's permission to share your calendar, follow these steps.

1. From the Outlook main window, click on the **Calendar** button in the Navigation Pane.
2. From the **My Calendars** pane, right-click your calendar. A shortcut menu appears.
3. From the shortcut menu, click **Change Sharing Permissions**. The Calendar Properties Dialog Box appears.
4. Click the Permissions Tab.
5. Click the name of the person who should be removed from your calendar access and click the  button.
6. Click the  button.

If you have any questions about Microsoft Outlook 2007 or how to use the Sharing Calendar feature, please call the ITS Help Desk at extension 8900.

ⁱ (Axzo Press, 2007). Outlook 2007: Advanced. (p. 4-24). Minster, OH: Author.