Calendar Sharing

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.

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.¹

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 Remove button.

6. Click the OK 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.