

# Calendar Sharing

## **ALL**

1. Uninstall Office Calendar Client – Close all open programs (Outlook, Word, Internet, etc.)
  - a. Start
  - b. Control Panel
  - c. Programs and Features (Windows 7) **OR** Add Remove Programs (Windows XP)
  - d. Locate and left click one time to select “OfficeCalendar Client”
  - e. Click Uninstall Program (Windows 7) **OR** Remove (Windows XP)
  - f. Next
  - g. Remove Data Files? Select “continue without removing data files”, Next
  - h. Finish

## **Person wanting to share their calendar:**

2. Open <http://outlook.com> (internet version)
  - a. Click on the Calendar icon
  - b. Share
  - c. Share this calendar
  - d. Enter the name of the person to share your calendar with
  - e. Select “All Information”
  - f. Send

## **Recipient:**

3. An email will be received from the person that is sharing their calendar
  - a. Open Outlook.com
  - b. Locate the request to share a calendar email
  - c. Click “Add This Calendar”
  - d. OK

## **Person wanting to share their calendar:**

4. Open Outlook desktop (not the internet version)

### **Outlook 2010**

- a. Click the Calendar icon
- b. Calendar Permissions
- c. Select name of person(s) you are sharing your calendar with
- d. In the drop down menu of “Permission Level,” select “Publishing Editor”\*
- e. Apply
- f. OK

### **Outlook 2007**

- g. Tools
- h. Options
- i. Preferences tab
- j. Calendar Options
- k. Free/Busy Options
- l. Click to select the name of the person(s) you want to share your calendar with
- m. In the drop down menu of “Permission Level,” select “Publishing Editor”\*
- n. Apply
- o. OK

*\*NOTE: If you do not want the person to be able to edit/add/delete items in your calendar, choose the desired level other than Publishing Editor.*