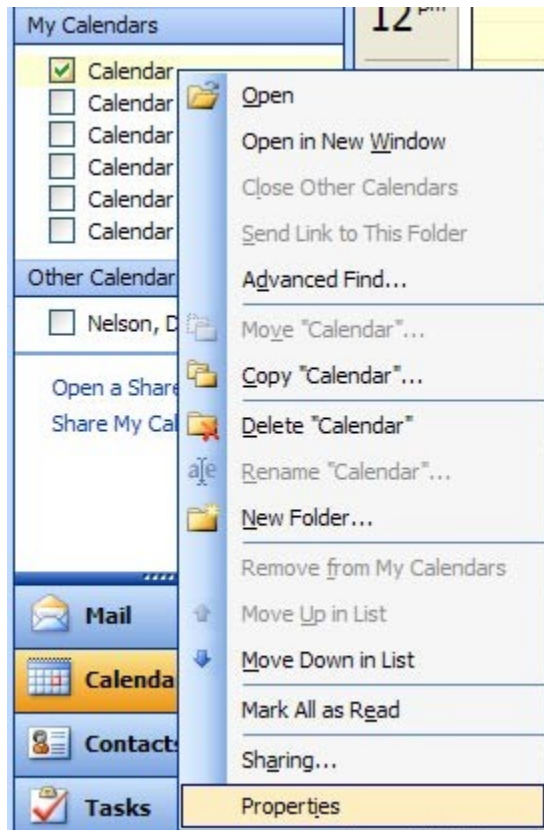


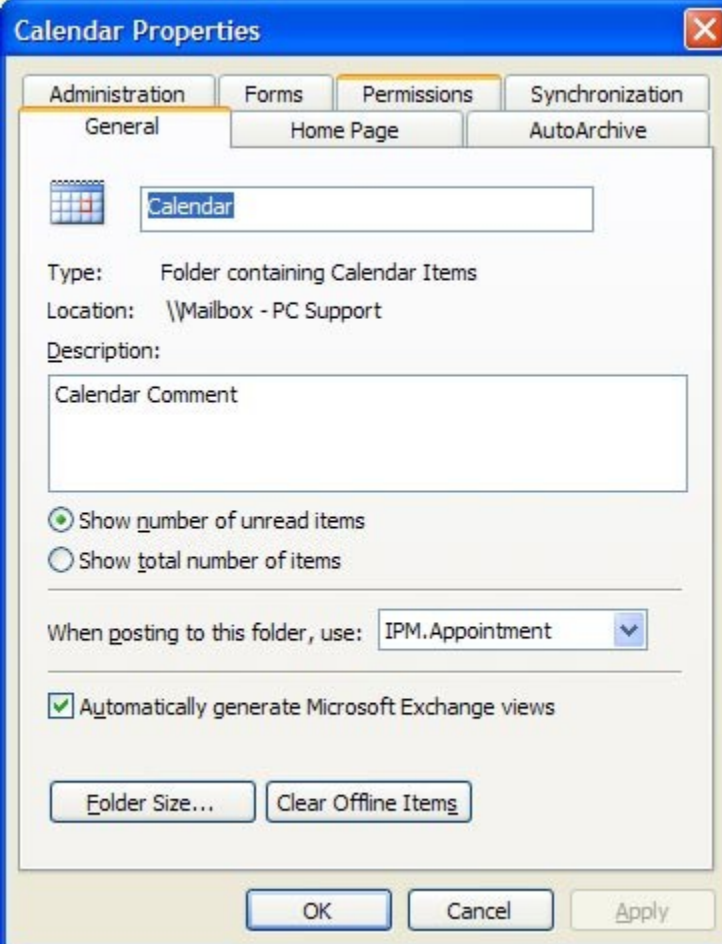
## Set up and add shared calendars

### Setting up a shared calendar

To share your personal calendar, right-click on your calendar (the one with the check next to it) and select Properties.



Click on the Permissions tab.

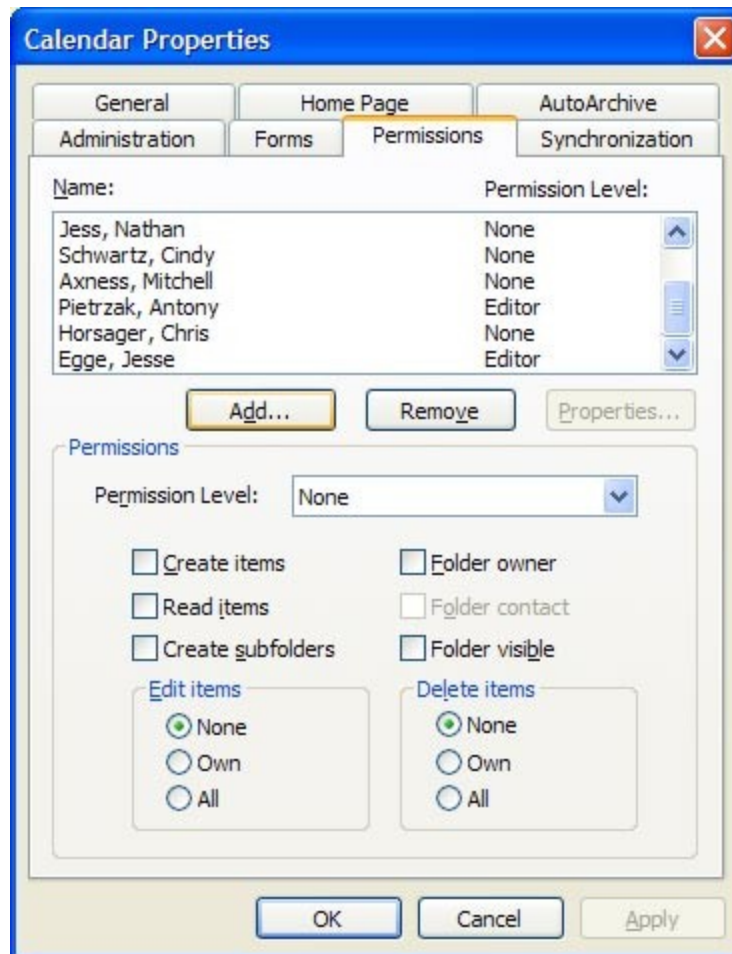


The image shows a screenshot of the 'Calendar Properties' dialog box in Microsoft Exchange. The 'Permissions' tab is selected. The 'General' sub-tab is active, showing the following details:

- Name:** Calendar
- Type:** Folder containing Calendar Items
- Location:** \\Mailbox - PC Support
- Description:** Calendar Comment
- Show number of unread items:**  (Selected)
- Show total number of items:**
- When posting to this folder, use:** IPM.Appointment (dropdown menu)
- Automatically generate Microsoft Exchange views:**  (Checked)

Buttons at the bottom include 'Folder Size...', 'Clear Offline Items', 'OK', 'Cancel', and 'Apply'.

The Name field will be empty unless you already have shared your calendar with others. To add a new user click on the Add.. button.



In the Type Name or Select from List box, type part or all of the last name of the person you want to add to your shared calendar. Click on the Add -> button then click OK.

**Add Users**

Type Name or Select from List: zell

Show Names from the: Recipients

Name	Business Phone	Office
Wohlfeil, Robert Michael		
Wraalstad, Paul		
www		
Wyland, Shirleen		
Wymer, Linda		
Yard, Diane		
Young, Eeva		
<b>Zeller, Jon</b>		
Ziemer, Dennis		
Zimmerman, Laura		

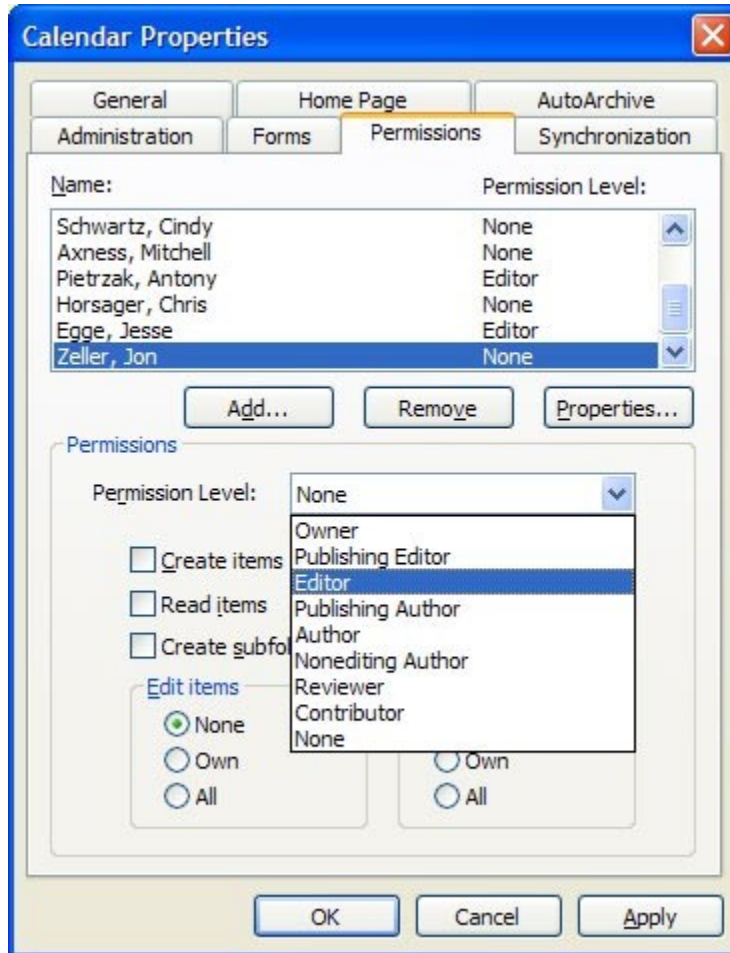
Add Users

Add -> Zeller, Jon

Advanced

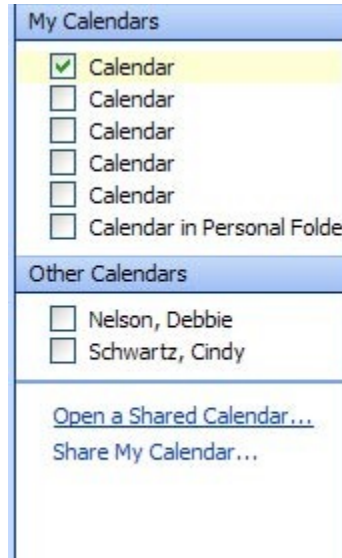
OK Cancel

After the user has been added you can select the user's permission level. As a rule of thumb you will want to grant Editor rights if the user will be able to add, edit, or delete items from your calendar and you'd grant Reviewer rights if you only want the user to see your calendar without being able to make any changes. Click Apply then OK and your calendar will be available to the user you added.

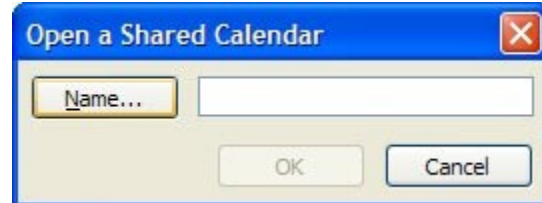


## **Adding a shared calendar**

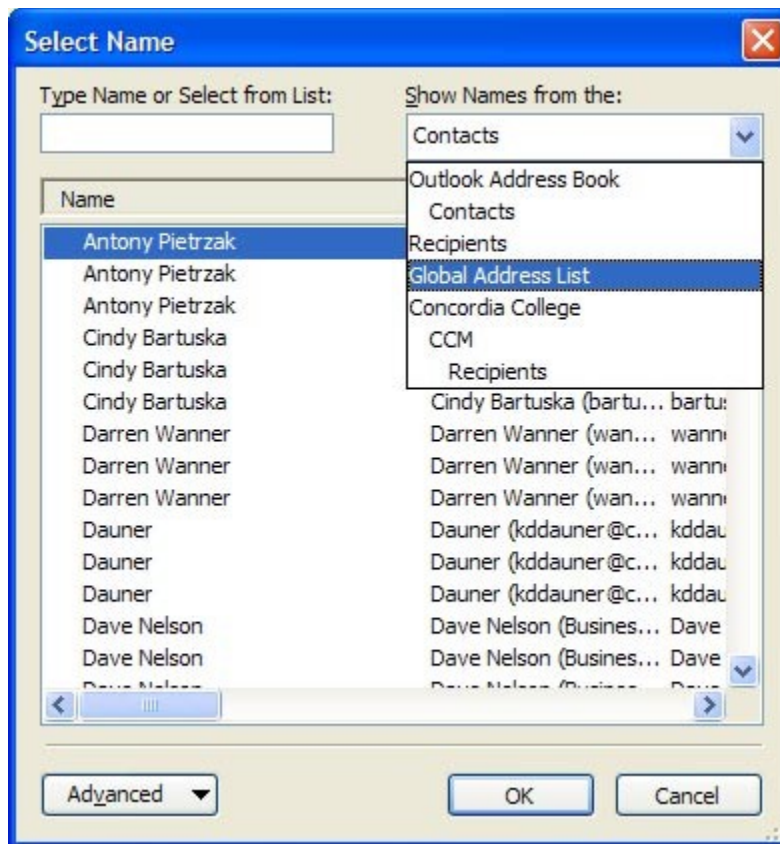
To add a shared calendar, click on the Open a Shared Calendar link near the bottom of your Outlook window.



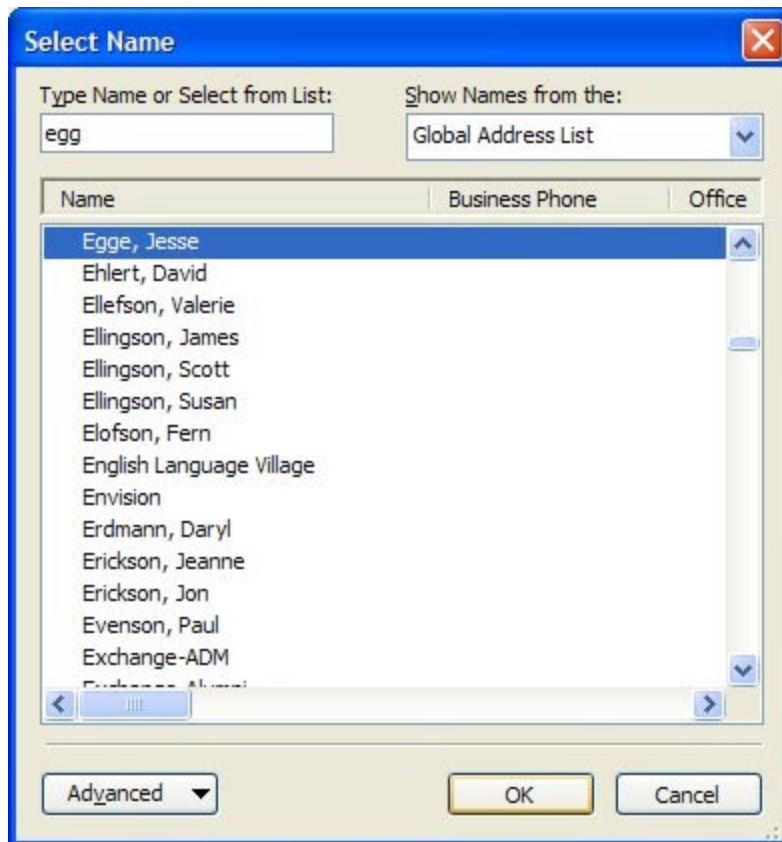
Click the Name.. button.



Select Global Address List from the Show Names from list box.



Type part or all of the last name of the person who owns the calendar you want to add.  
Select the person and click the OK button



Click OK to add the calendar.

