

Calendars

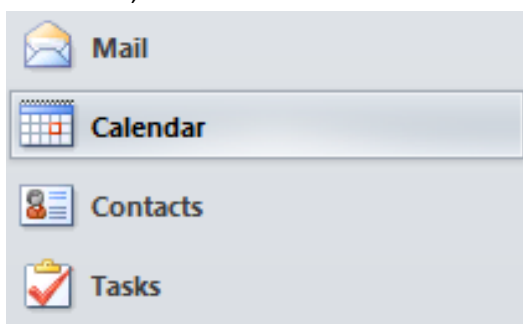
Share a calendar

Microsoft Exchange Server enables calendar sharing with other users. Your calendars can be viewed only by others to whom you have given permissions. If the other person whose Calendar you want to open has not granted you permission to view it, Outlook prompts you to ask the person for the permission you need.

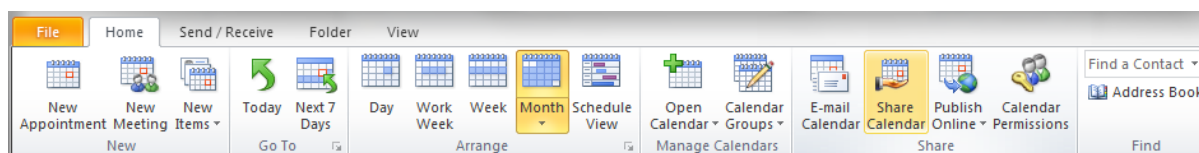
After you access a shared Calendar for the first time, the Calendar is added to the Shared Calendars list in the Navigation Pane, where you can access it the next time you want to view it.

To share your calendar with another user:

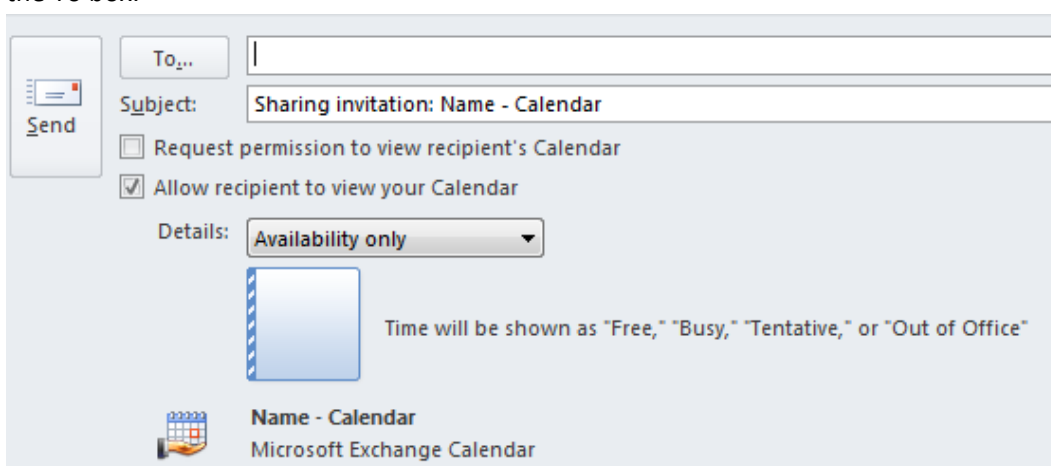
1. In Outlook, select Calendar



2. On the Home tab, in the Share group, click Share Calendar.



3. In the Sharing Invitation that appears, enter the person that you want to share with in the To box.



4. Enter or select any other options that you want, just as if you were sending an e-mail message.

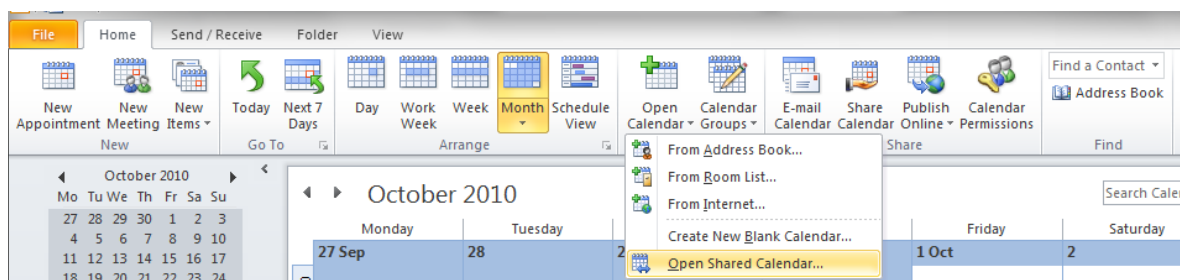
The recipient gets e-mail notification that you have shared your calendar. You can also request that the recipient share his or her Exchange Calendar with you.

TIP - If you want to share a calendar that you created that is not your default Calendar, in the Navigation Pane, right-click the calendar name, and then click Share calendar name.

Open a shared calendar

When another user grants you permission to his or her calendar, you can open it in Outlook. If you do not have permission, a permission request e-mail message is sent to the other person.

In Calendar, on the Home tab, in the Manage Calendars group, click Open Calendar, and then click Open Shared Calendar.



Type a name in the Name box, or click Name to select a name from the Address Book.

The shared Calendar appears next to any calendar that is already in the view.

After you access a shared Calendar for the first time, the Calendar is added to the Navigation Pane. The next time that you want to view the shared Calendar, you can click it in the Navigation Pane.

If the other person whose Calendar you want to open has not granted you permission to view it, Outlook prompts you to ask the person for permission. If you click Yes, a sharing request e-mail message opens automatically. The message requests the person to share his or her Calendar with you and also provides the option to share your default Calendar with him or her.

TIP - You can quickly schedule a meeting with people whose calendars you can view. Select multiple calendars. On the Home tab, in the New group, click New Meeting, and then click New Meeting with All.

NOTES

Even if the other person has created an additional calendar, you can open only the person's default Calendar.

To remove a calendar from the Other Calendars list, right-click the calendar, and then click Delete Calendar.

The owner of the calendar items controls who can see the items and change them.