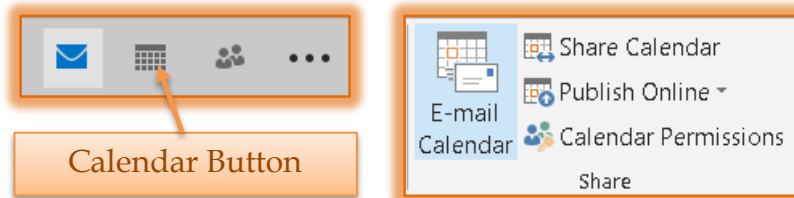


SHARE CALENDARS

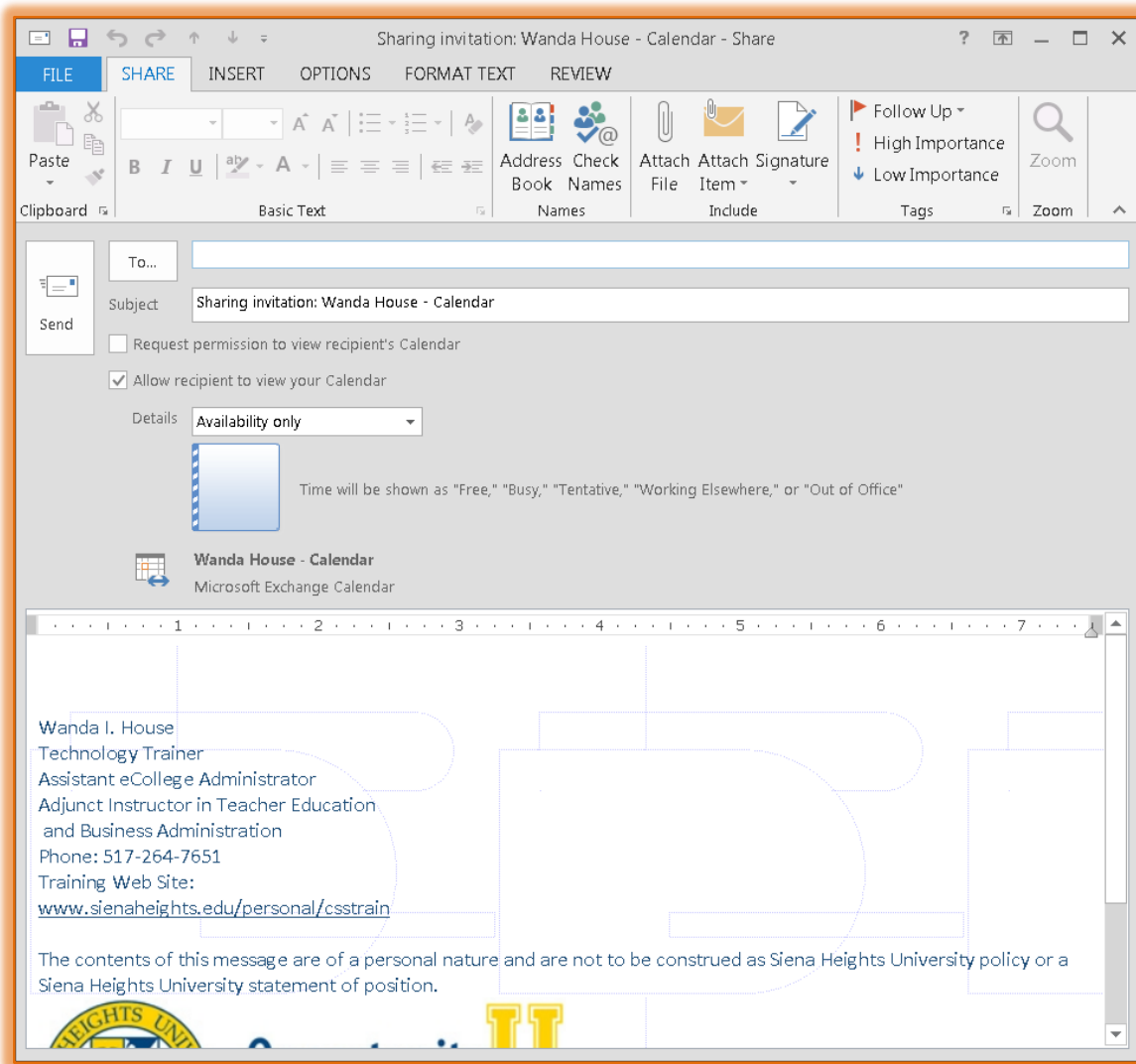
It is possible to share your Calendar with any one who is on the Exchange Server network. If another network user shares his or her Calendar with you, it is possible for you to view it on your own computer. Your Calendar and the other person's Calendar will display side-by-side. The Global Address Book has to be used in order to share the Calendar.

GRANT PERMISSIONS

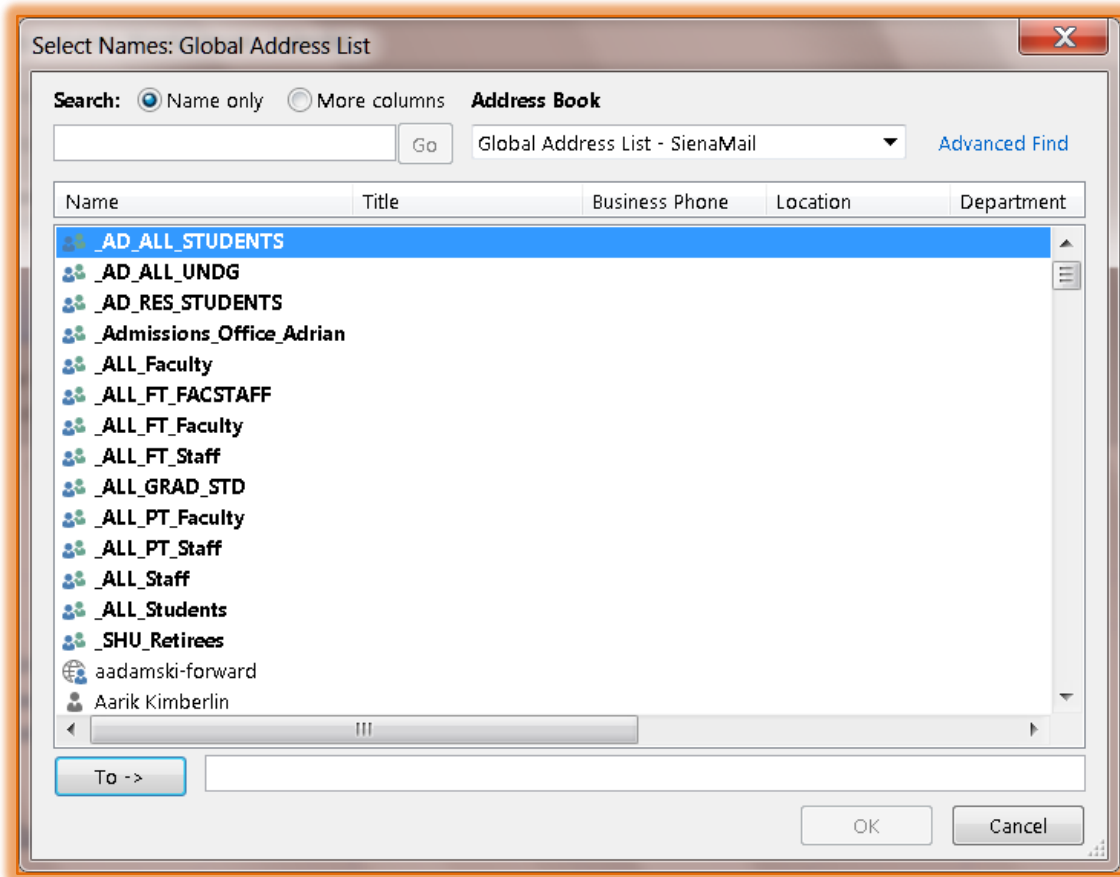
- ✦ Click on the **Calendar** button on the **Folder Pane** (see illustration below).
- ✦ Click the **Home Tab**.



- ✦ In the **Share Group**, click the **Share Calendar** button (see illustration above).
- ✦ The **Sharing Invitation** window will display (see illustration below).



- ✦ Click the **To** box, to select a name from the **Select Names** window.
- ✦ The **Select Names** window will display (see illustration on next page).



- ✦ If **Global Address List** does not appear, click the **Address Book** list arrow.
 - ✦ Select **Global Address List** from the menu.
 - ✦ In the **Search** box, input the first name and then last name for the person to whom the invitation is being sent.
 - ✦ The names must be input exactly as they are in the list in order for Search to work properly.
 - ✦ A list of names matching the specified Search criteria will display.
 - ✦ Click the name in the list.
 - ✦ Click the **To** button at the bottom of the window.
 - ✦ Click the **OK** button to insert the name into the **Invitation** window.
 - ✦ Click **Cancel** to exit the **Select Names** window without selecting a name.
- ✦ Click one of the two check boxes:
 - ✦ Request permission to review recipient's Calendar.
 - ✦ Allow recipient to view Your Calendar.
- ✦ Click the **Send** button.

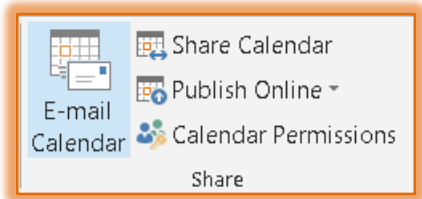
NOTE:

- ✦ Names can also be entered by typing the email address or person's name into the **To** box.
- ✦ If the Calendar is to be shared with more than one person, select all the names so that they will appear in the **To** box.

CHANGE CALENDAR PERMISSIONS

After the Calendar has been shared, the actions that each person can take can be specified.

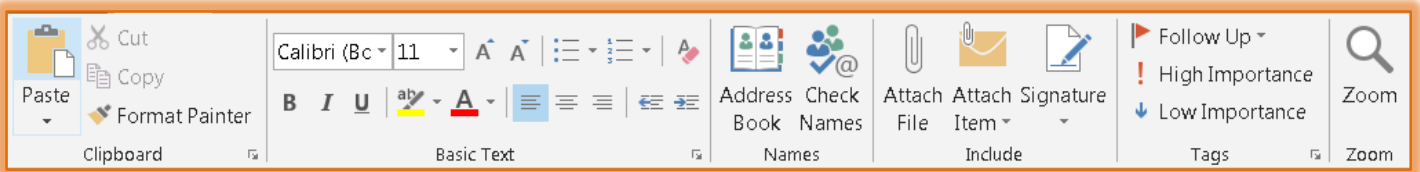
- ✦ Click the **Home Tab**.
- ✦ In the **Share Group**, click the **Calendar Permissions** button (see illustration on next page).
- ✦ The **Calendar Properties** dialog box will display.



- ✦ Click the **Name** of the person for whom permissions are to be changed.
- ✦ Under **Permission Levels** select one of the options. For information on the different permission levels, click the **Sharing Permissions Dialog Box** link on the **Outlook 2013** Web page.
- ✦ Once all the options have been selected, click the **Ok** button to save the changes.

SHARE RIBBON

This ribbon is used to add attachment to a Shared Calendar Invitation, to access the Address Book, or to check the names of the invitees.



Group/Button	Description
Clipboard Group	
Paste	To insert text from the clipboard that has been copied from another document or another place in the current appointment or meeting, click this button.
Cut	To remove a portion of an entry in the text area of the appointment or meeting, click this button. The information will be placed on the clipboard. It can then be inserted into another area of the appointment or meeting text.
Copy	Use this button to copy text from an area of the appointment or meeting and place it on the clipboard.
Format Painter	This button can be used to copy text formatting from one part of the text area to another location within the text area.
Basic Text Group	
Font Type	Click the list arrow for this button to select another font type for the selected text.
Font Size	To change the font size for selected text within the text area, click the list arrow for this button.
Increase Font Size	Use this button to increase the size of the font for selected text.
Decrease Font Size	This button is used to decrease the size of the font for selected text.
Bullets	To format a list with bullets, click this button.
Numbering	Click this button to apply number formatting to a list.
Clear All Formatting	To clear all the formatting from selected text, click this button. This will restore the formatting to the default format.
Bold	Click this button to apply Bold formatting to selected text.
Italics	To <i>italicize</i> selected text, click this button.
Underline	Use this button to <u>underline</u> selected text.

Group/Button	Description
Text Highlight Color	Click this button to apply highlighting to selected text.
Font Color	This button is used to change the font color of selected text.
Align Left	To align a paragraph on the left side, click this button.
Center	This button is used to center a paragraph of text.
Align Right	Use this button to align a paragraph of text to the right.
Decrease Indent	Use this button to decrease a temporary left margin in 0.5-inch increments. A temporary left margin is set when the Increase Indent button is clicked.
Increase Indent	Click this button to set a temporary left margin. Each time the button is clicked, the margin will increase 0.5-inches.
Names Group	
Address Book	To open the Address Book to look for names, phone numbers, or email address, click this button. The Select Names window will display.
Check Names	Use this button to check the name and email address that were typed into the To box in the Share Calendar window. This assures that the message can be sent.
Include Group	
Attach File	This button is used to attach a file to an appointment or meeting. When the button is clicked, the Insert File window will display.
Attach Item	Click this button to attach a business card, calendar, or other Outlook item to the Share request.
Signature	To insert your signature into an appointment or meeting, click this button.
Tags Group	
Follow-up	This button can be used to set a flag to remind you to follow up on the item at a later time.
High Importance	Click this button to specify that this appointment or meeting is high priority; it is important.
Low Importance	To specify that an appointment or meeting is of low importance, click this button.
Zoom Group	
Zoom	When this button is clicked, the Zoom dialog box will display. This dialog box can be used to change the Zoom level of a document.