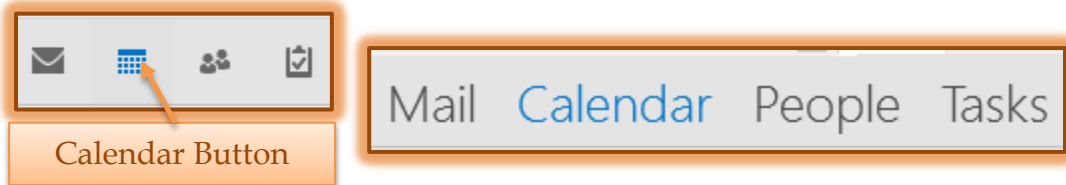


SHARE CALENDARS

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

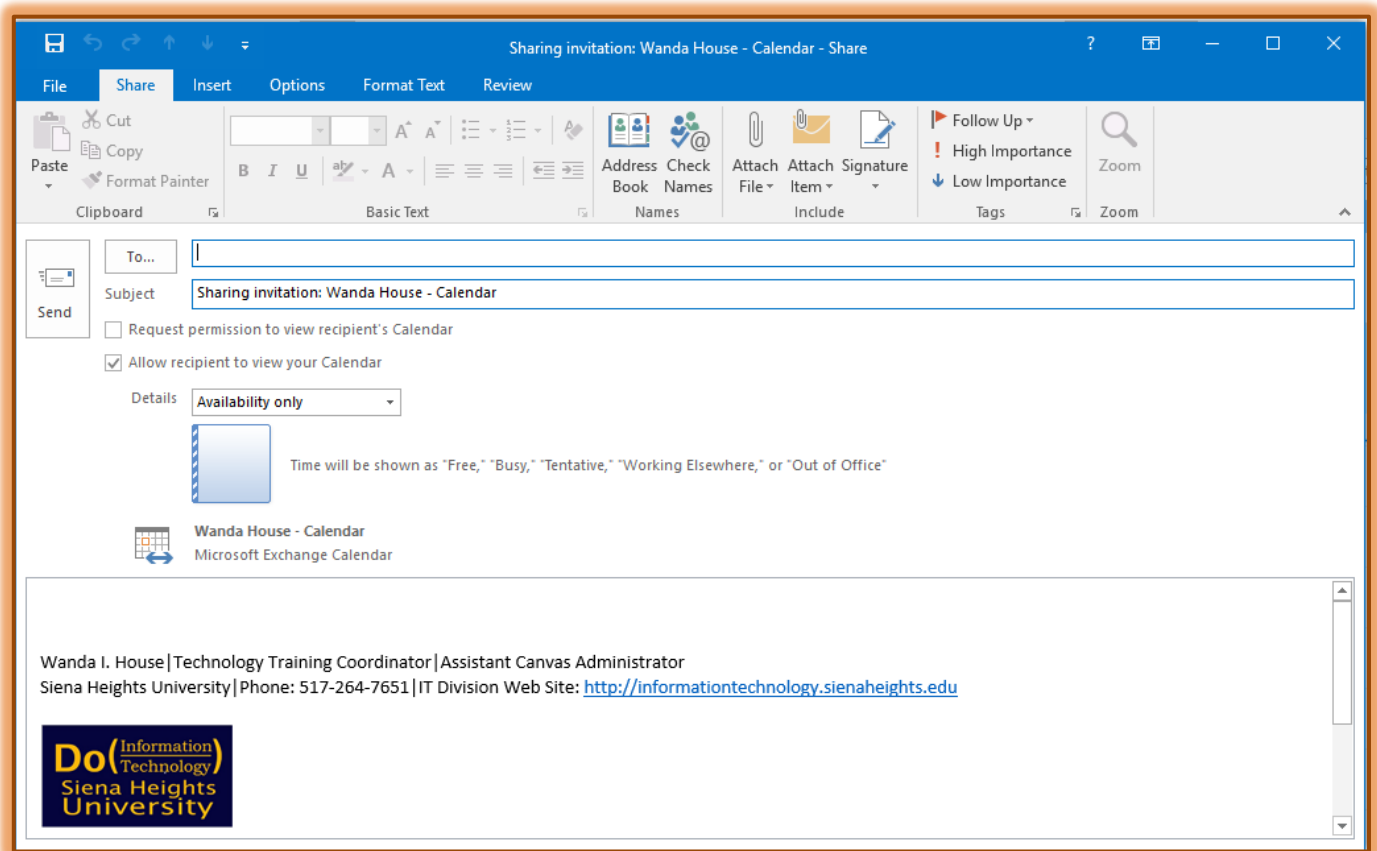
- ✦ Click on the **Calendar** button on the **Folder Pane** (see illustration below).
- ✦ Click the **Home Tab**.



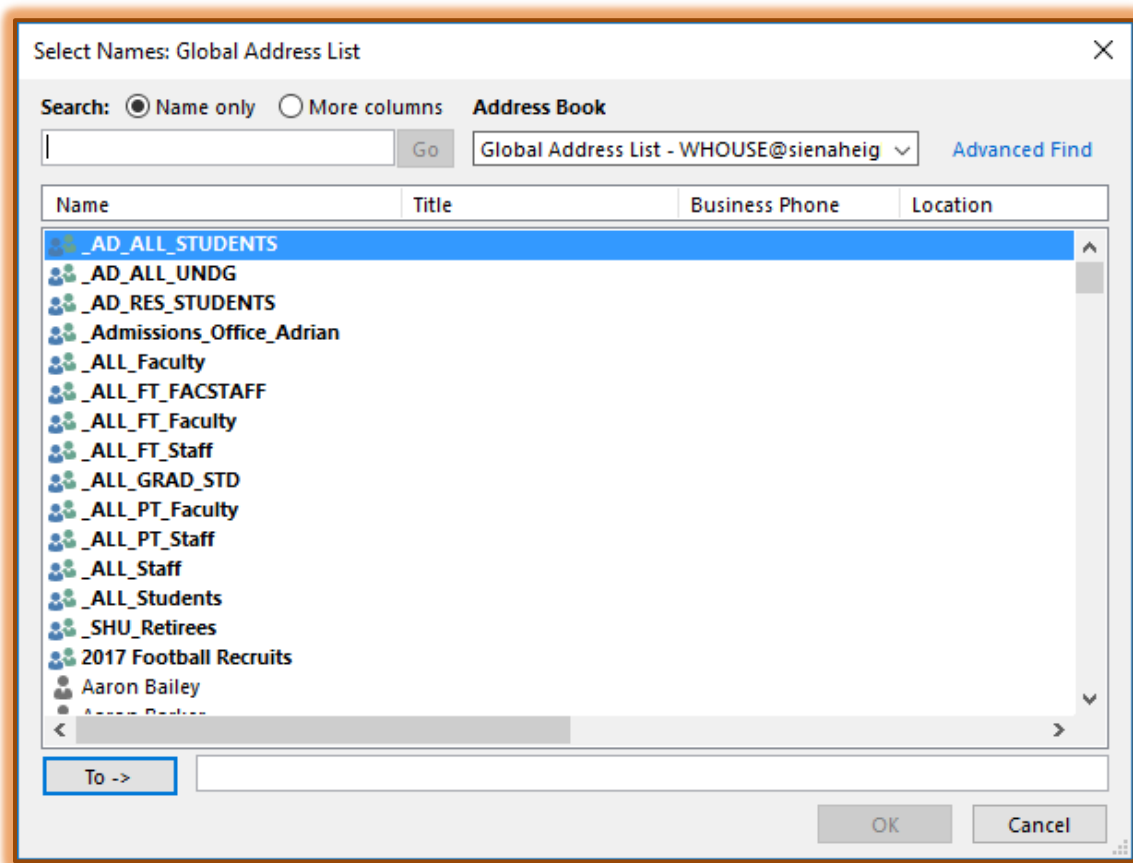
- ✦ In the **Share Group**, click the **Share Calendar** button.



- ✦ The **Sharing Invitation** window will display.



- ✦ Click the **To** box, to select a name from the **Select Names** window.
- ✦ The **Select Names** window will display.



- ✦ 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.
- ✦ In the **Sharing Invitation** window, click one of the two check boxes:
 - ✦ Request permission to review recipient's Calendar.
 - ✦ Allow recipient to view Your Calendar.
- ✦ Click the **Send** button.

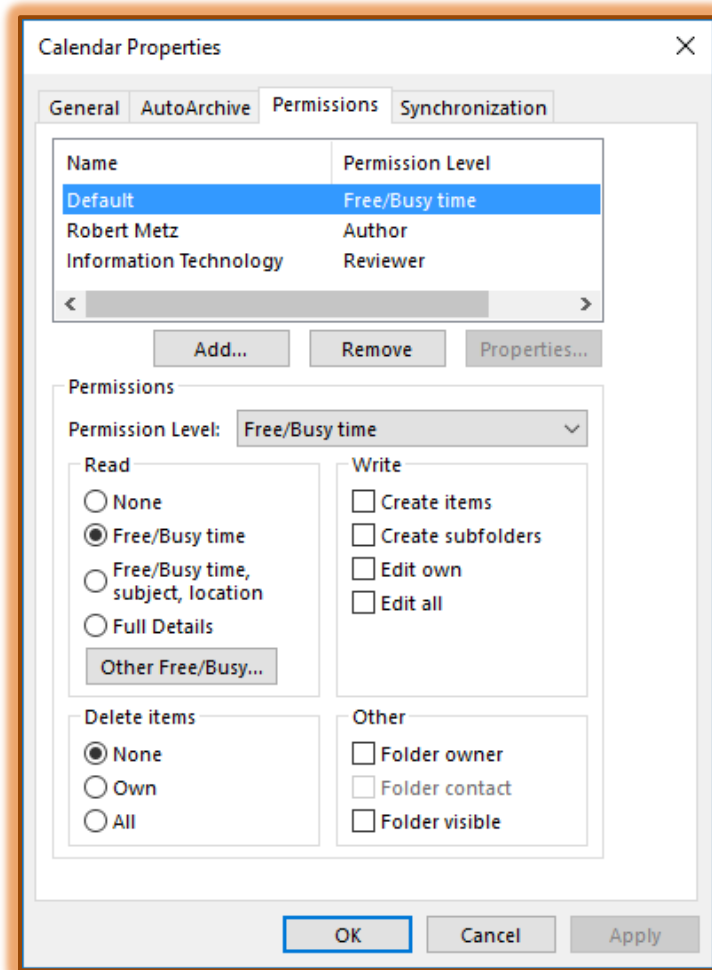
NOTE:

- ✦ 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.
- ✦ 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 2016** Web page.
- ✦ Once all the options have been selected, click the **Ok** button to save the changes.