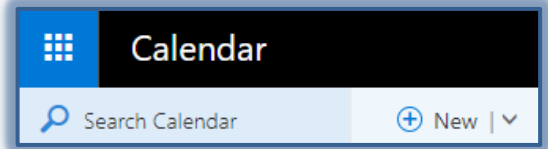
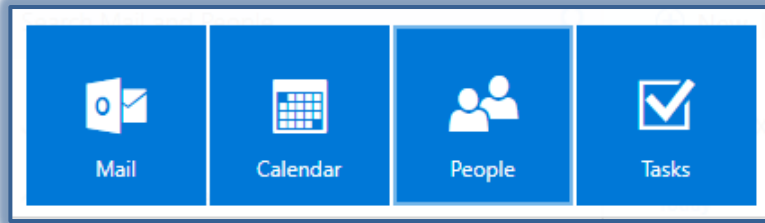
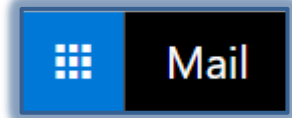


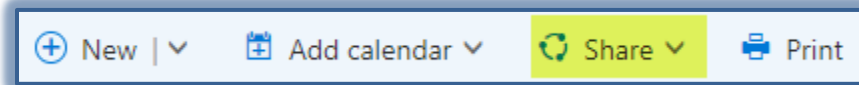
Share Calendar-Web App

The Outlook Web Application allows you to share your Calendar with others in the Global Address List or using an Internet address. These instructions explain how to accomplish this.

- ✦ Click the button in the upper-left corner of the Outlook window.
- ✦ Click **Calendar** from the group of tiles that appears.



- ✦ Click the **Share** button on the **Calendar** toolbar.



- ✦ A list of available Calendars will appear.
- ✦ Click the **Calendar** that is to be shared. The **Primary Calendar** is called **Calendar**.
- ✦ The **Sharing Invitation** window will display.

A window titled "Send" with a "Discard" button. It contains three input fields: "Share with:" (empty), "Subject:" (containing "I'd like to share my calendar with you"), and "Calendar:" (a dropdown menu with "Calendar" selected).

- ✦ Enter the names of the people you want to share your calendar with in the **To** area.
- ✦ A list of **Names** that match the input information will display.
- ✦ Click the **Name** for the person to whom the Calendar is being shared.
- ✦ The **Name** will appear below above the **Subject** box.
- ✦ The **Full Details** list will display to the right of each **Person's Name**.
- ✦ Select how you want to share the Calendar for each person.
 - ✦ **Availability Only** - This option lets the person see when you are busy, but does not display details such as the event location.
 - ✦ **Limited Details** - With this option, the person can see when you are busy as well as the title and location of events.

- ✦ **Full Details** - To allow the person to see all the details of your events, select this option.
- ✦ **Editor** - This option will allow the person to make changes to the details of your events.
- ✦ **Delegate** - To allow the person to make changes to your Calendar and also share it with others, select this option.

✦ Input a **Subject** for the **Sharing Invitation**.

✦ Select a **Calendar**

✦ When all the options have been selected, click the **Send** button.