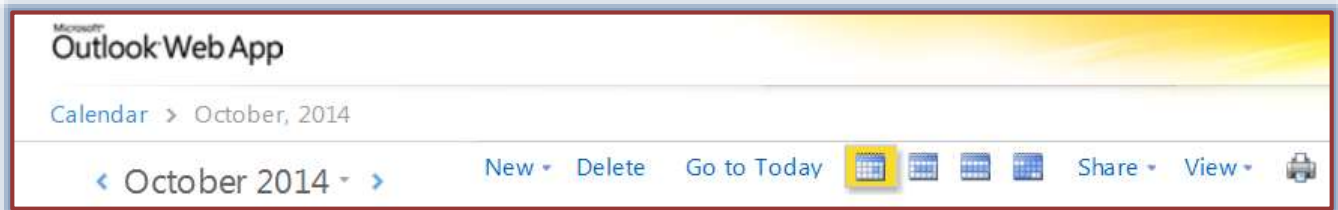


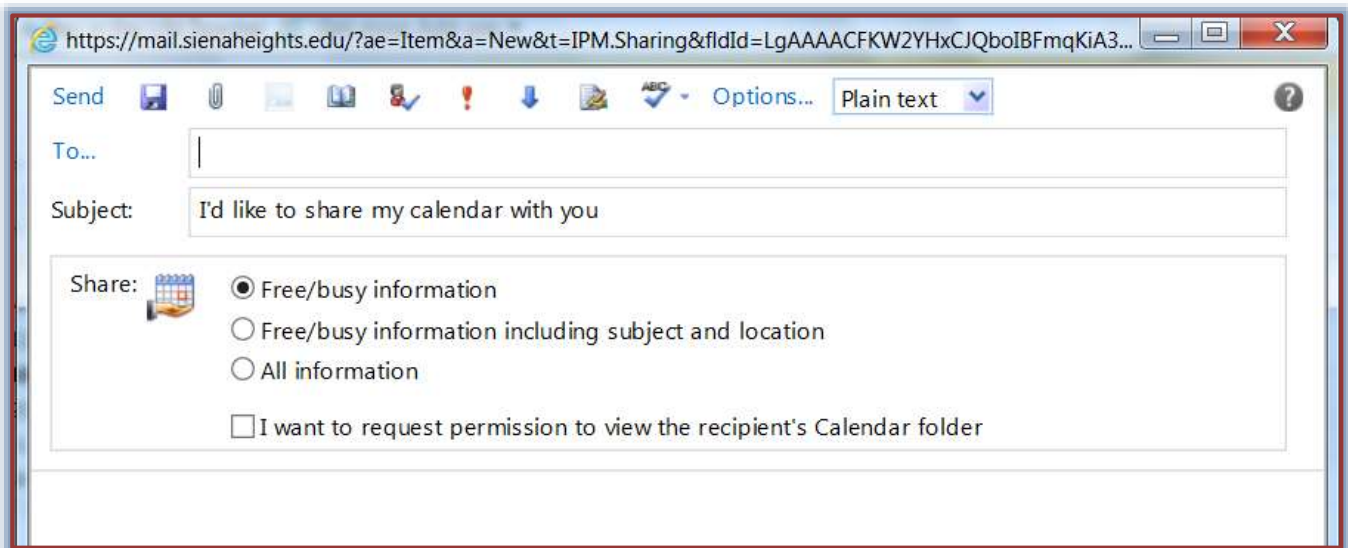
Share Calendar-Web App

This version of 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 **Calendar** button in the **Navigation Pane**.
- ✚ Make the **Calendar** that is to be shared the active **Calendar**.
- ✚ Click the **Share** button on the **Calendar** toolbar (see illustration above).



- ✚ Click **Share This Calendar**.
- ✚ The **Sharing Invitation** window will display (see illustration below).



- ✚ Enter the names of the people you want to share your calendar with on the **To** line.
- ✚ Under **Share**, click one of the following buttons to set how much information is to be shared.
 - ✦ **Free/Busy Information** – This option allows the recipient to view just the Free/Busy Information.
 - ✦ **Free/Busy Information Including Subject and Location** – This feature is used to share the Calendar Owners Free/Busy Information as well as the subject and location of Calendar Items.
 - ✦ **All Information** – Select this option to let the recipient see Free/Busy Information, subject, location, and other Calendar details.
- ✚ To request permission to view the Recipient's Calendar folder, select **I want to request permission to view the Recipient's Calendar folder**.
- ✚ Add any information you want to the body of the request.
- ✚ When all the options have been selected, click the **Send** button.

NOTES:

- ✦ Calendar entries marked as **private** will **display only free/busy information**, no matter what permissions were given when the Calendar was shared.
- ✦ To view a calendar that someone else has shared with you:
 - ✦ Click **Share** on the **Calendar** toolbar.
 - ✦ Click **Add Calendar**.
 - ✦ The **Add Calendar** window will display (see illustration below).

The screenshot shows a dialog box titled "Add Calendar" with a close button (X) in the top right corner. The main text reads: "You can add a calendar from your organization or from the Internet." There are two radio button options: "Calendar from your organization" (which is selected) and "Calendar from the Internet". Under the "Calendar from your organization" option, there is a text box labeled "Name..." with an example "(Example: Tony Smith)". Under the "Calendar from the Internet" option, there is a text box labeled "Calendar URL:" with an example "(Example: webcal://contoso/soccer.ics)". At the bottom right of the dialog are "OK" and "Cancel" buttons.

- ✦ If the person whose calendar you want to open is in your organization, enter their name, and then click **OK**.
- ✦ If the person isn't in your organization, enter the URL to add a calendar from the Internet, and then click **OK**.

NOTE: It is not possible to give someone else permission to make changes to your Calendar in the Web version of Outlook. However, editing permissions to make changes can be given to others who have a Siena account through the Delegate Access feature in the client version of Outlook. The only three options available in Outlook Web access are the ones listed on the previous page.