

Exchange – Share a Calendar in Outlook 2010

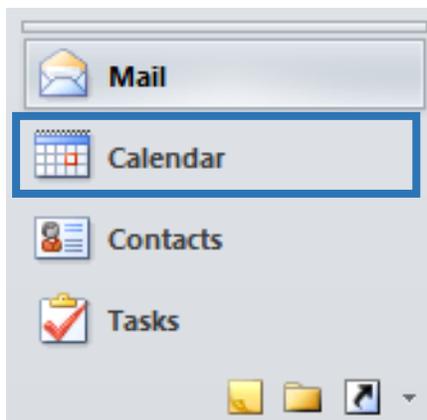
OVERVIEW

You can allow your calendar to be seen by others with Exchange.

This tutorial applies to the following operating system(s):  **Windows**

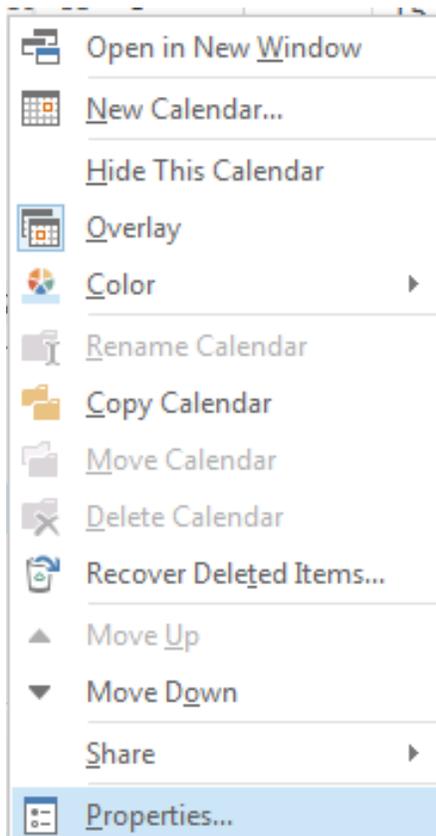
Step 1

Open Outlook. Click the **Calendar** button on the navigation pane.



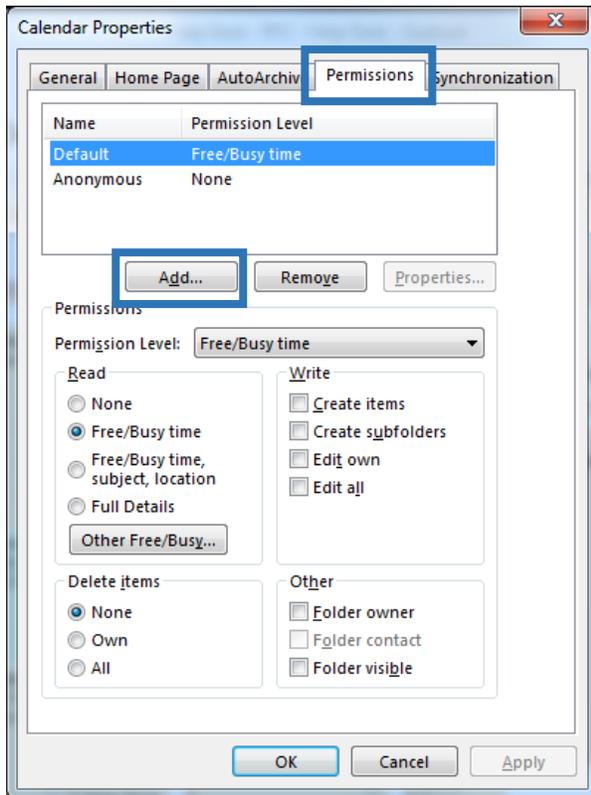
Step 2

Right click your Exchange calendar and then click on **Properties** from the drop down menu.



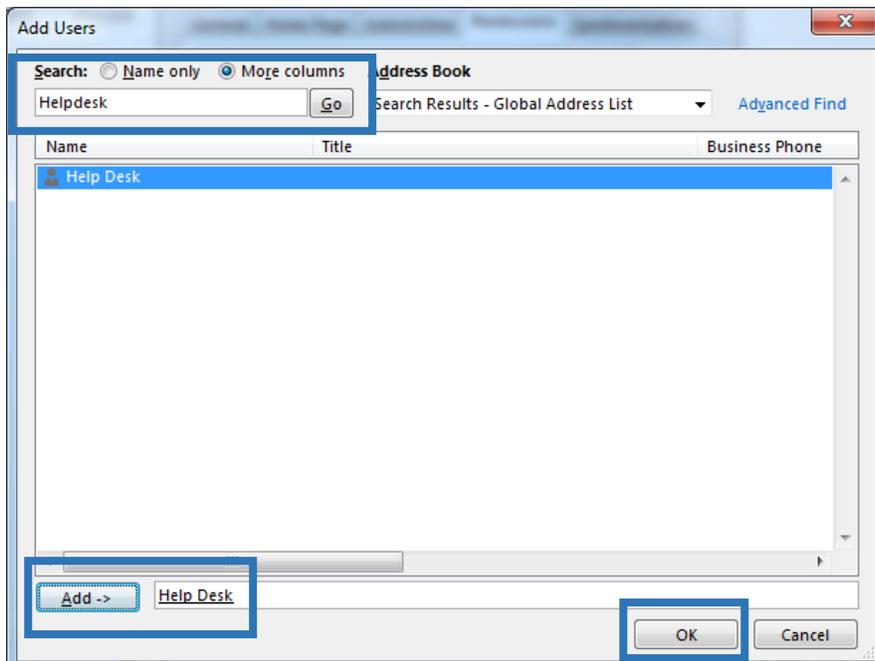
Step 3

Click the **Permissions** tab at the top of the window. Click the **Add** button.



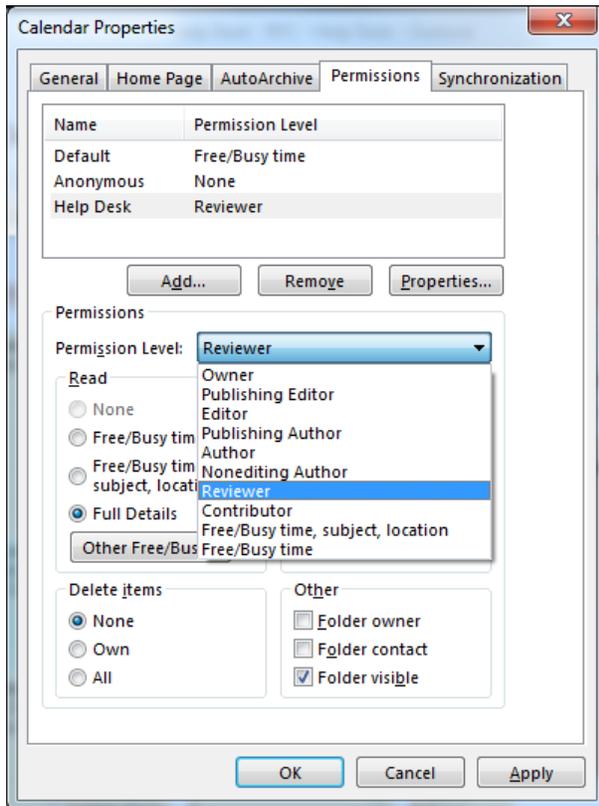
Step 4

Type in the name you want to find and search for it. Select the name of the person with which you would like to share your calendar. You must click the **Add** button, to have the name appear in the Add text field. Then you can click **OK**



Step 5

Select the **Permission Level**: you would like to grant that person. The most common permission level is **Reviewer**, which allows others to see events on your calendar but prevents them from editing or removing events from your calendar. Click **OK**.



Step 6

Now the person you have shared your calendar with has the proper permissions. Check out [Open a Shared Calendar in Outlook 2010](#) to see how they open the calendar.