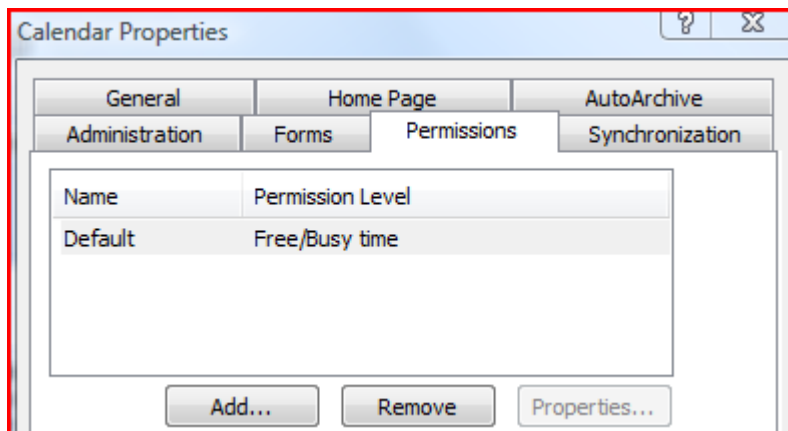
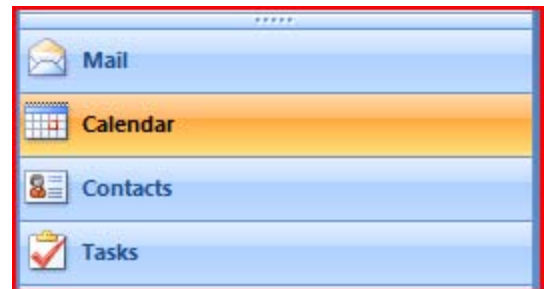


- If you want to allow someone to view details on your calendar or post appointments to your calendar you must grant them permission to do so. The directions follow.
- If you want someone to be able to schedule meetings on your behalf, you will need to assign delegate access.

1. Open Outlook and from the left-hand navigator, click on the **Calendar** module.
2. Under **My Calendars**, right-click on your default calendar (*or the calendar you would like to share*) and choose **Properties**.
3. Click on the **Permissions** tab and click the **Add** button.



4. Use the search box to enter the name of the Exchange user that you would like to grant access permission to. Once located, highlight the person's name and click: **Add** and then: **OK**
5. Use the pull-down menu to select the desired Permission Level. **Editor** allows users to view details and post meetings.

