

Share Your Calendar In Outlook

You can share your Exchange calendar in Outlook 2003 and Outlook 2007. It is not possible to share your calendar in Outlook Web Access (OWA).

Before You Begin

When you share your calendar with someone, that person can open your calendar. You can give permission to create meetings on your behalf and to make other changes.

There are several types of sharing; here are two common choices:

- **Reviewer** - Allows a person to see your calendar, but not make changes to it.
- **Editor** - Allows a person to see and make changes to your calendar. An editor can create meetings on your behalf.

Sharing Your Calendar

To share your calendar in Outlook 2003/2007, do the following:

1. Open Outlook 2003 or Outlook 2007.
2. Click *Calendar* on the left side of the window, or click *Go > Calendar*.
3. Locate the area labeled, *My Calendars*, on the left side of the window. Your calendar is found here; it's probably called "Calendar" (not "Calendar in Personal Folders").
4. Open your calendar's sharing permissions:
 - If you are using Outlook 2003, right-click on your calendar and select *Sharing...*
 - If you are using Outlook 2007, right-click on your calendar and select *Properties*. Then click *Permissions*.
5. Click *Add...*
6. Type the last name of the person you want to share your calendar with. To search by anything other than last name, click *Advanced Find*.
7. Double-click on a name to add that person. Each name appears in the *Add* box at the bottom of the window.
8. Make sure there are no duplicate names in the *Add* box. Then click *OK*.
9. Select one of the names you just added. Right now, the Permission Level is *None*.
10. Select a role from the Permission Level drop-down menu. Reviewer and editor, two common permission levels (types of sharing), are described above.
11. If you added multiple people in step 8, above, make sure you assign a permission level to each person.
12. When you are done, click *Apply* and then click *OK*.

Your Exchange calendar is now shared. You should inform those you shared your calendar with so they can open it in Outlook.