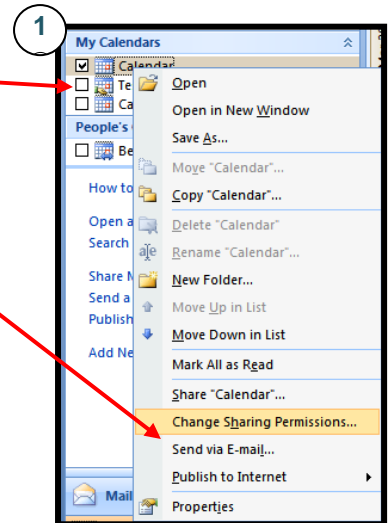
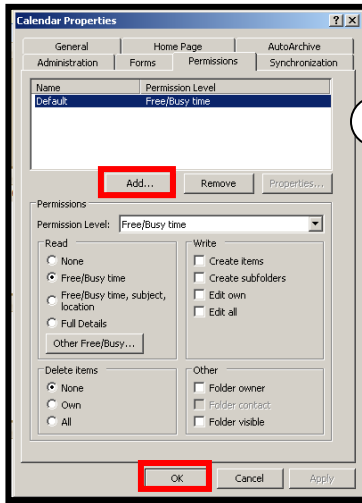


Sharing Your Outlook 2007 Calendar

In Outlook 2007, you have the ability to allow other Outlook users view your calendar.

1. In the side navigation menu, right click the **Calendar** icon and select **“Change Sharing Permissions”**.
2. In the Calendar Properties dialog box, select **Add** and then **OK...**



3. In the **Add Users** dialog box, type the name of the user you want to add in the search bar, verify that the correct user is highlighted in the display box. Select **“Add”** and then **“OK”**.
4. Lastly, you can define the permissions that the user should have in the **Calendar Properties** dialog box.

