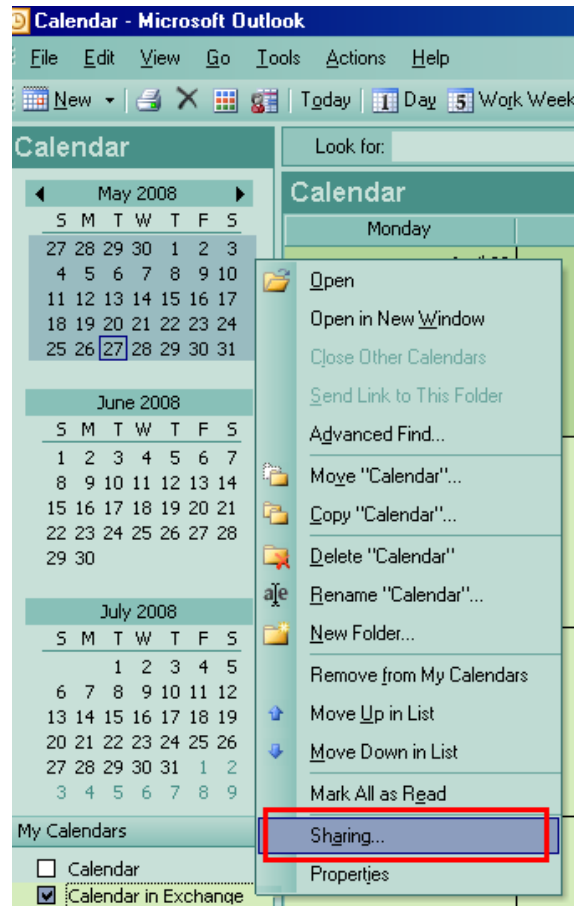


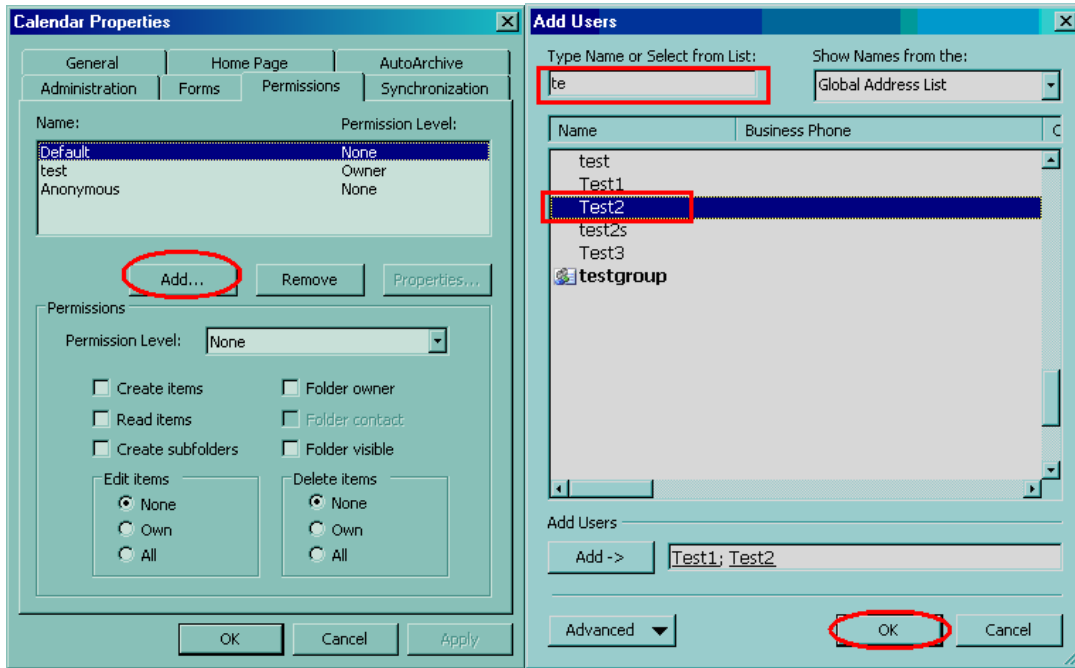


## How to share your calendar

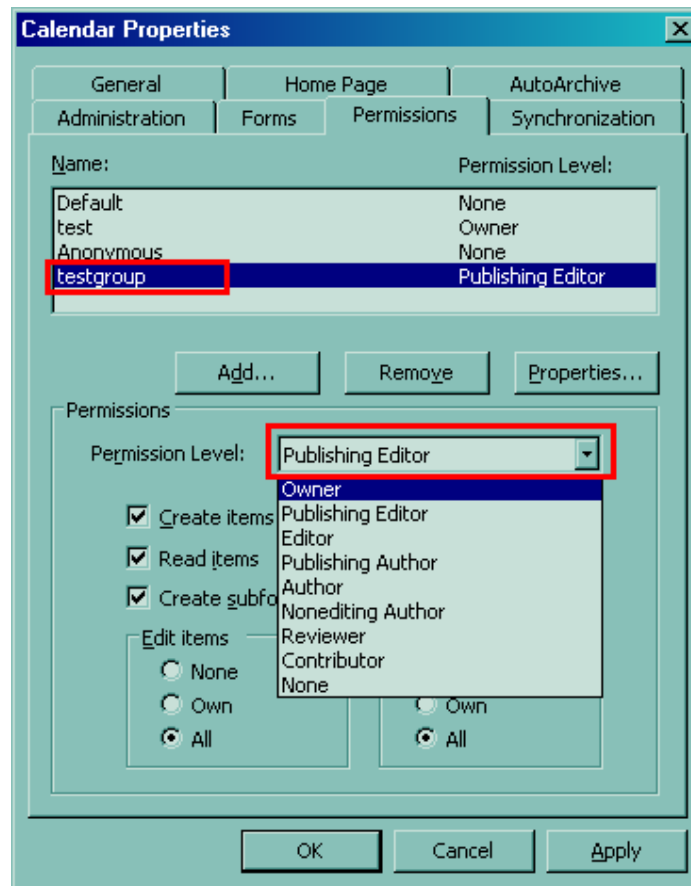
1. Select **Calendar** in left panel, and then choose the Calendar in Exchange that you wish to share. Right click then select **Sharing**.



2. Add users you want to share calendar with by clicking **Add** button and, select the user. Click **OK**.

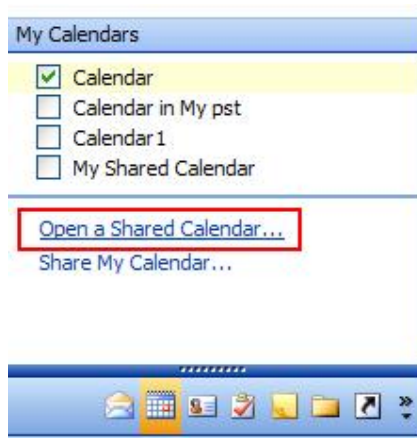


3. Select user just added and select a **Permission Level** in the list, click **OK** to finish.

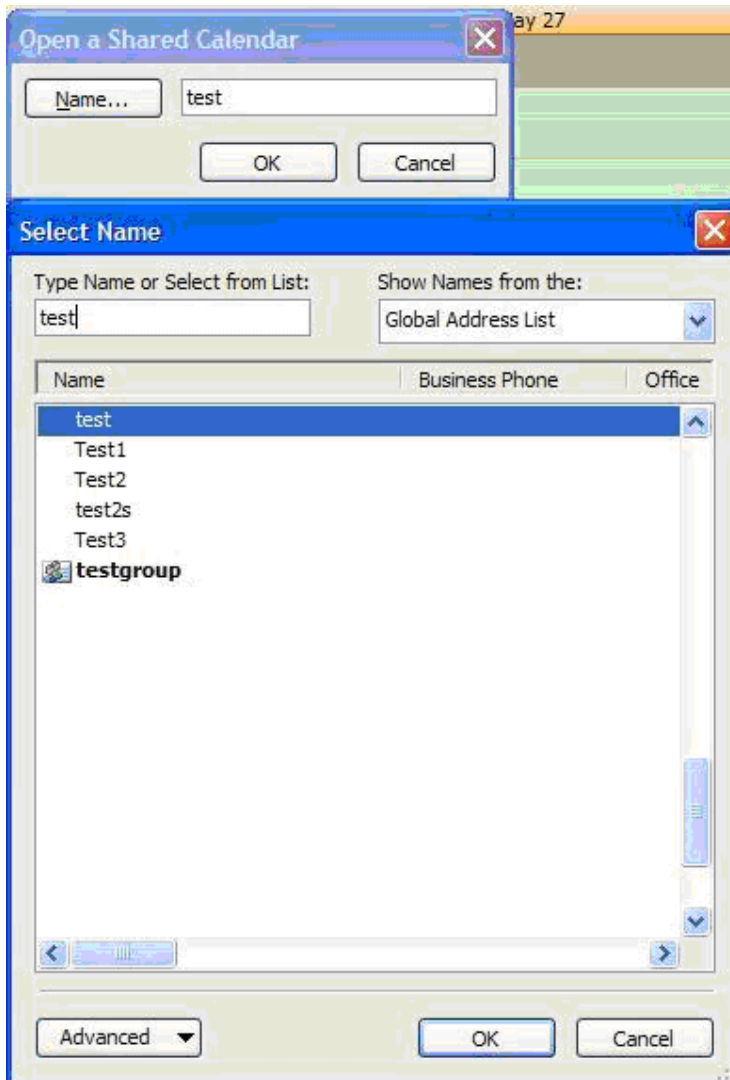


## How to add shared Calendar

1. Go to calendar and Click [Open a shared Calendar...](#) in left panel of the outlook.



2. Type username of the user who has shared the calendar and click **OK**. You can also click **Name** button to select the user from the global address book.



3. Now you will see the Calendar shared by the user. You will be able to view/add/delete according to the access permission given by the user.



Calendar

Look for: Search In

Calendar

May 2008

S	M	T	W	T	F	S
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2008

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

My Calendars

- Calendar
- Calendar in My pst
- Calendar 1
- My Shared Calendar

Other Calendars

- test

Open a Shared Calendar...  
Share My Calendar...

8<sup>am</sup>  
9<sup>00</sup>  
10<sup>00</sup>  
11<sup>00</sup>  
12<sup>pm</sup>  
1<sup>00</sup>  
2<sup>00</sup>  
3<sup>00</sup>  
4<sup>00</sup>  
5<sup>00</sup>