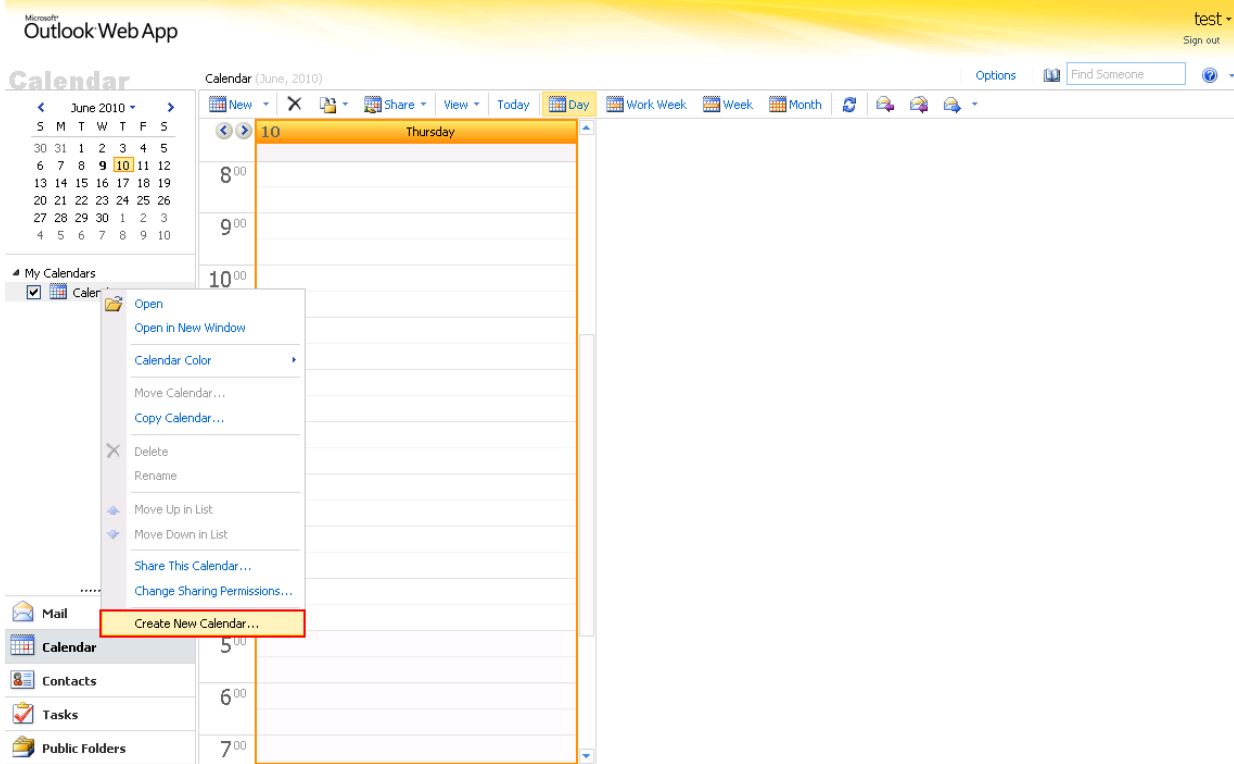
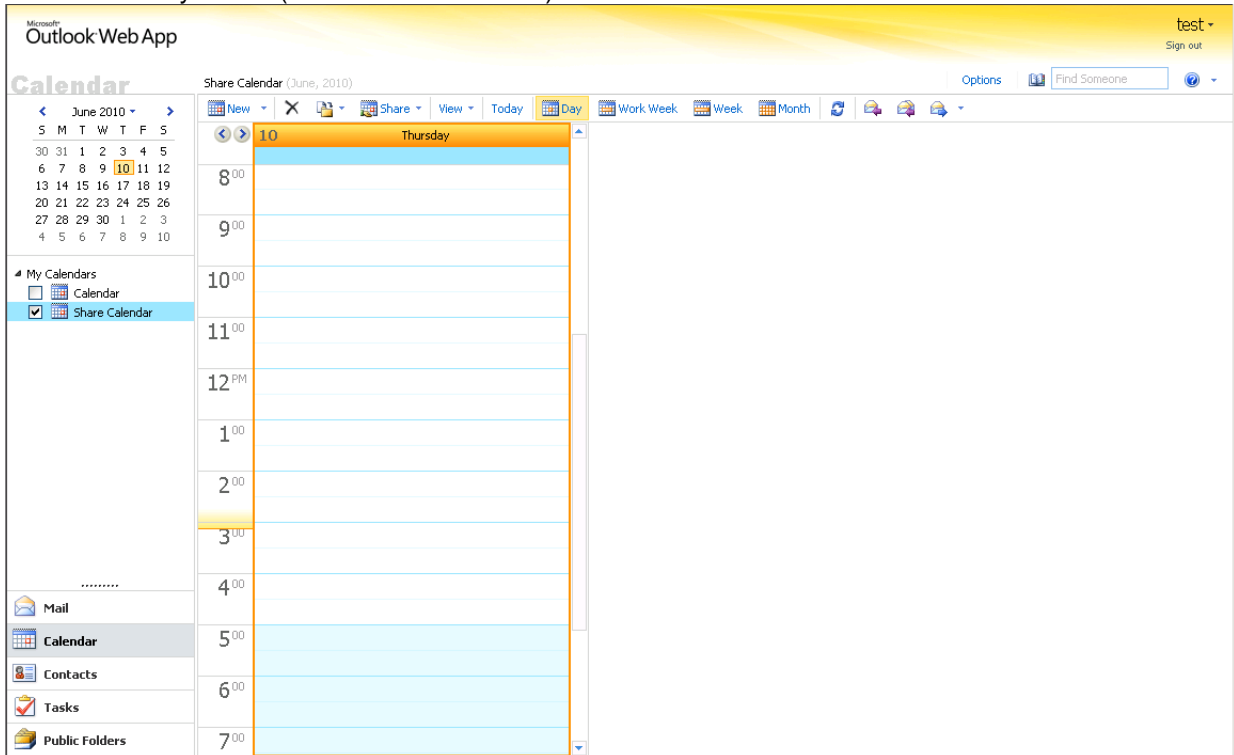


How to share Calendar in Exchange

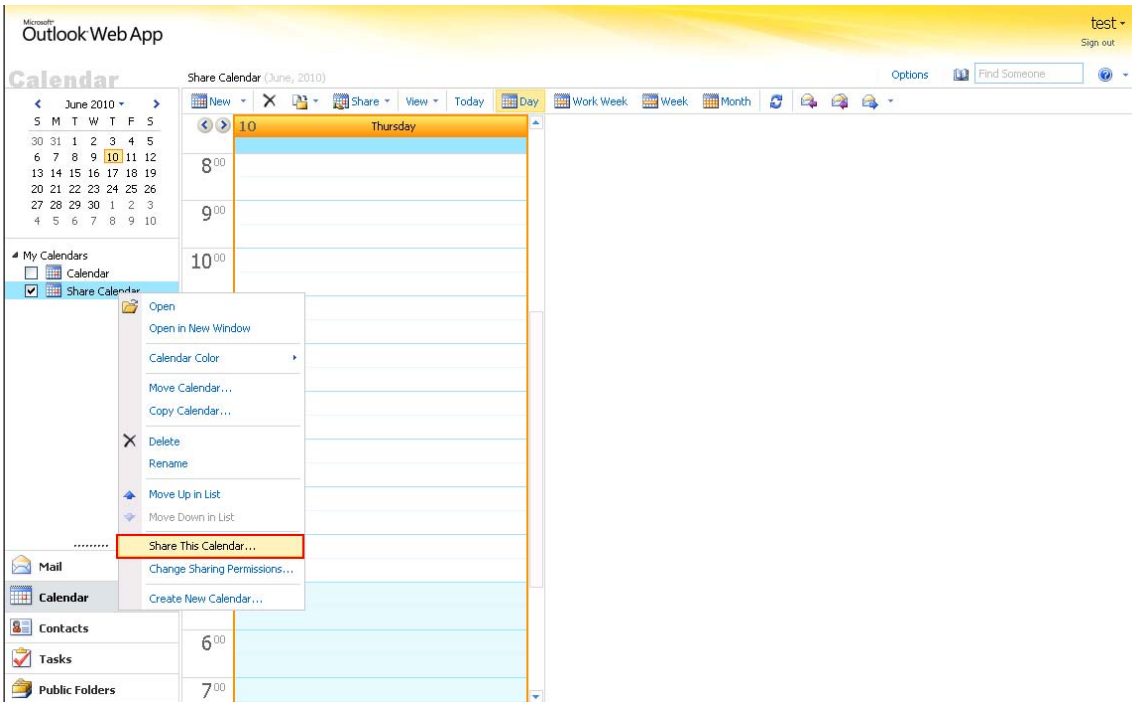
1. To create a new Calendar in Outlook, please select and right-click **'Calendar'** then click - **'Create New Calendar'**



2. Enter friendly Name (like **'Share Calendar'**)



3. Right-click the new Calendar and click 'Share This Calendar'

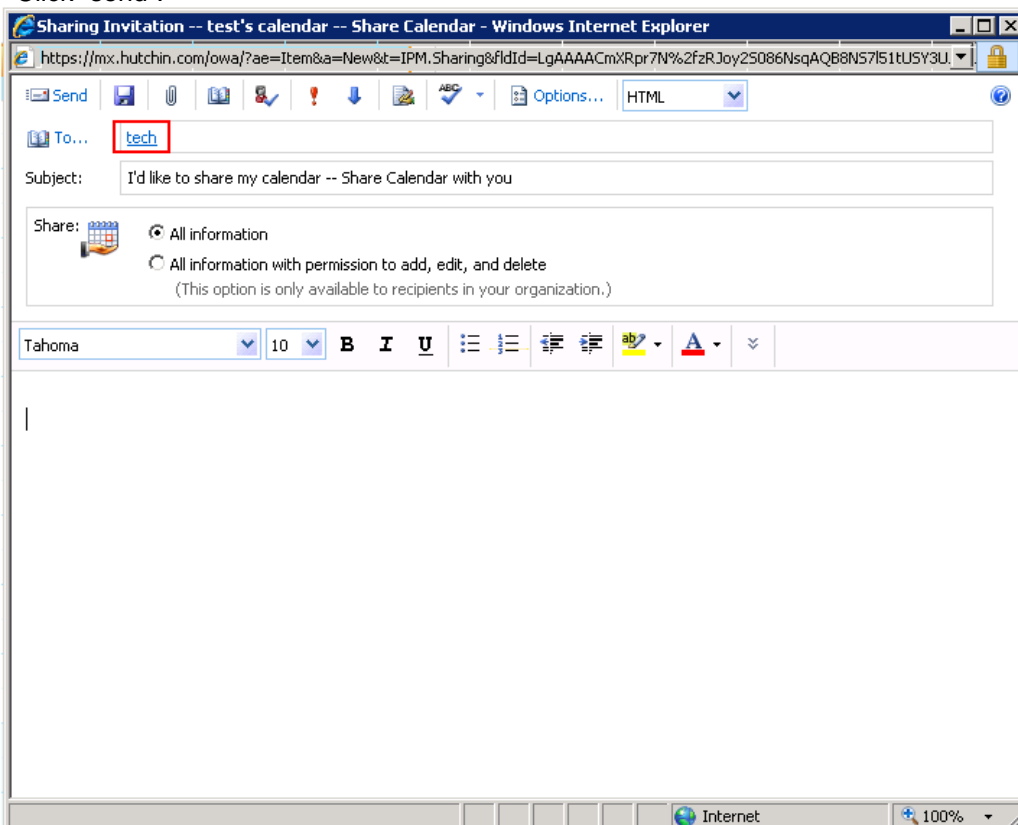


4. As in dialog box below – Select the recipient you want to share with and choose share permission.

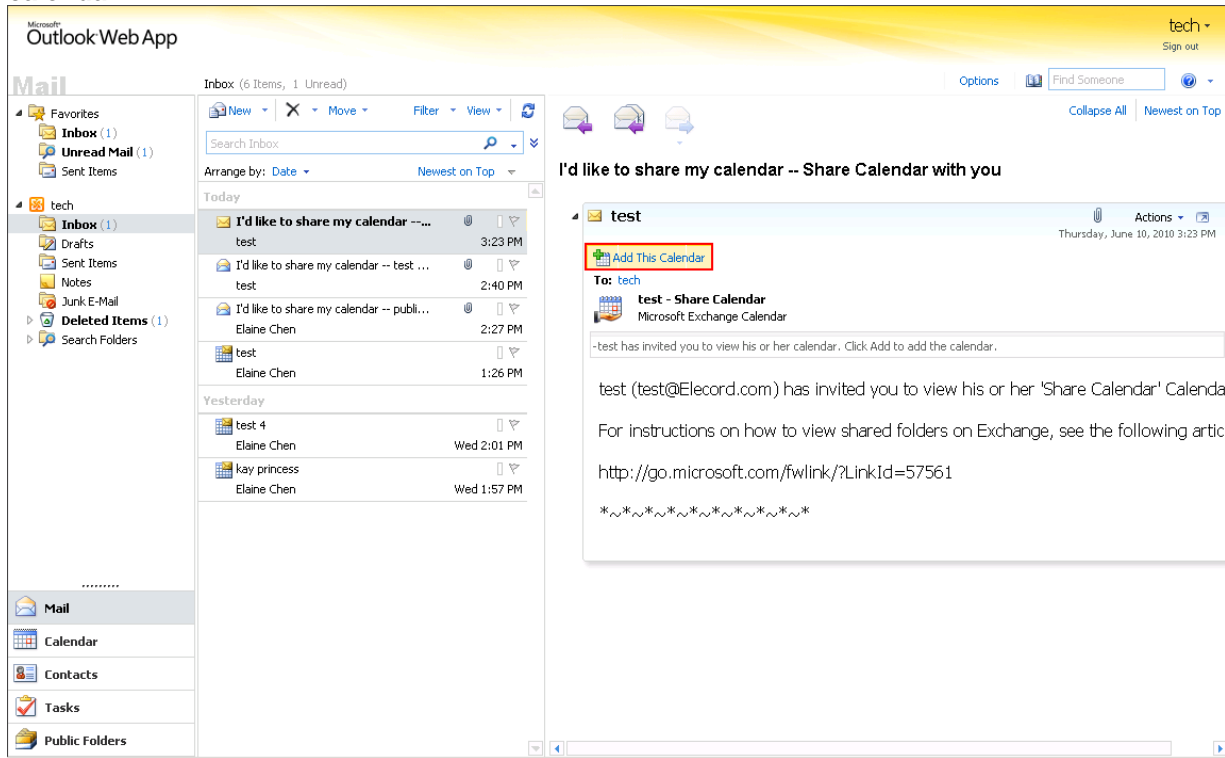
- if you select **All information**, the recipients will only have read permission;
- If you select **All information with permission to add, edit, and delete**, the recipients will share the add, edit, delete permission with this Calendar

Enter contents if you want to explain about of this calendar to the recipients.

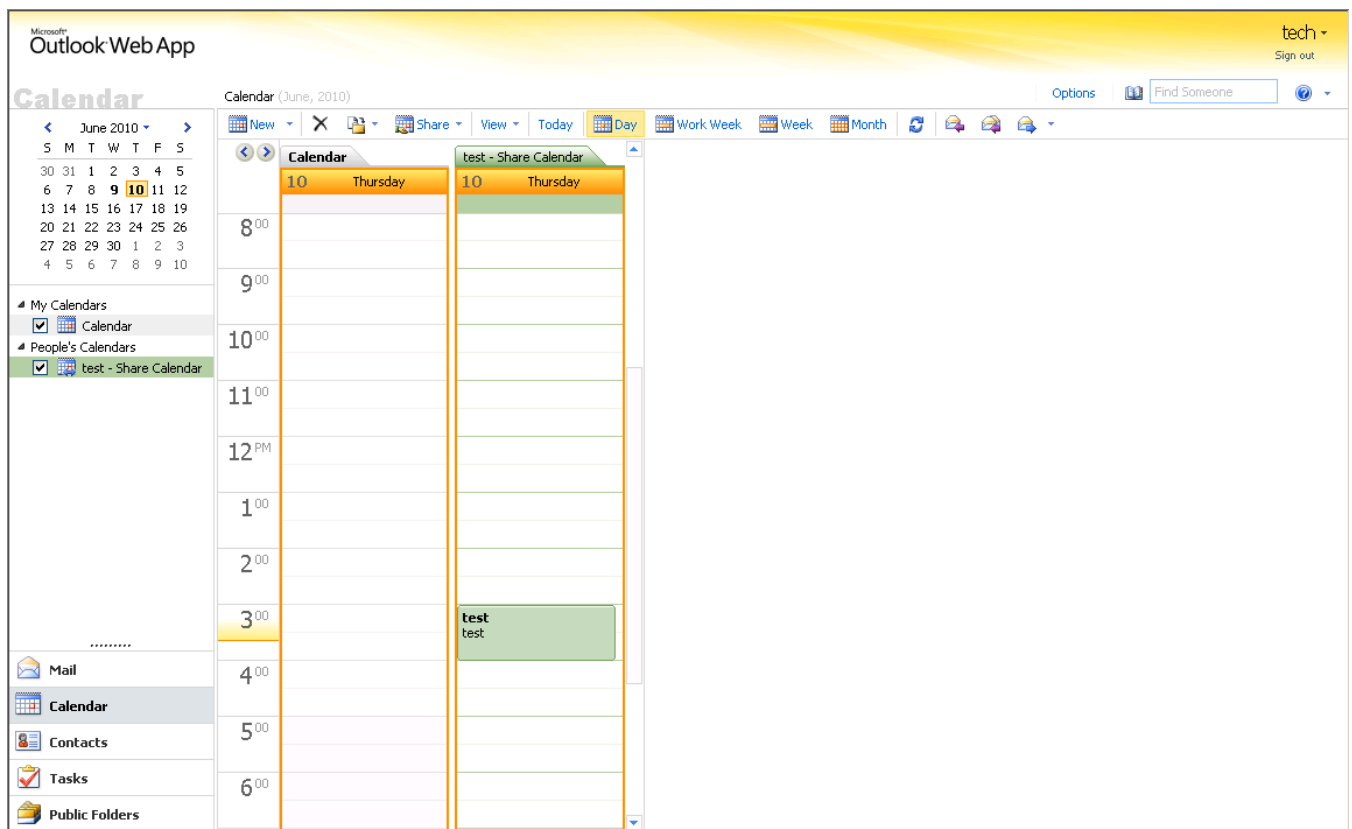
Click "send".



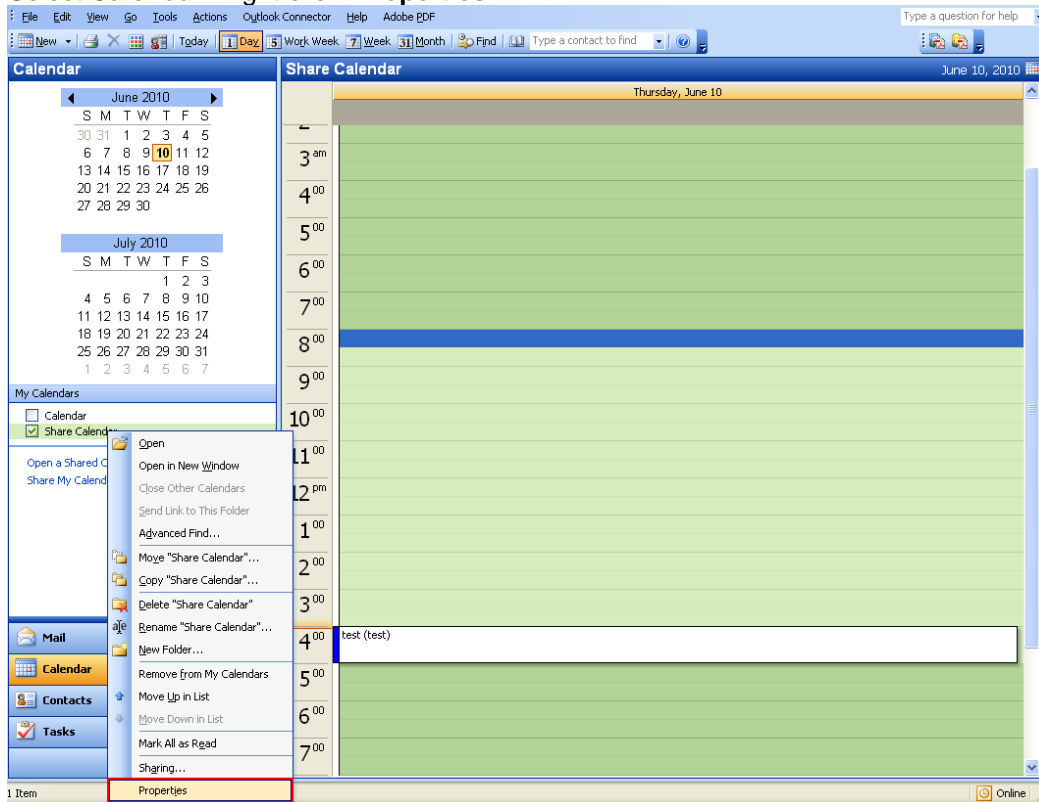
5. The recipients will receive your emails (as in below picture). Then the recipients need to click **“add this calendar”**”.



6. This will add it in recipients' Calendar together with their personal calendar. If any of the users who share this calendar enters appointment/schedule, all the users will be able to see and interact.



8. Sender/creator can change Calendar's access permission for recipients from Outlook.
 Select **Calendar** - right-click **'Properties'**



9. In the dialog box as below – you can change the permission as you need.

