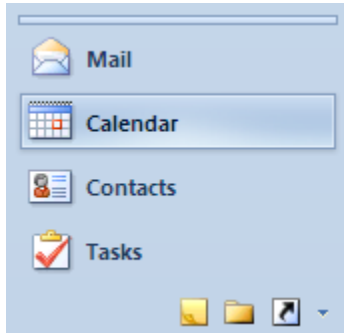


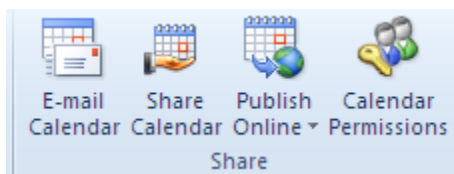
HOW TO SHARE A CALENDAR IN OUTLOOK ON CAMPUS

Updated 12/20/15

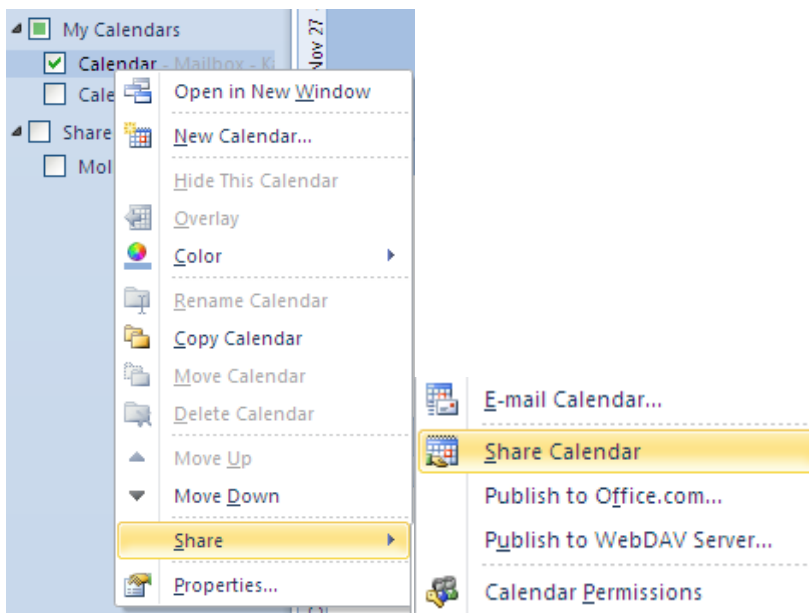
Step 1: Go to your Calendars on the Navigation Pane (The column on the left side of the Outlook window)



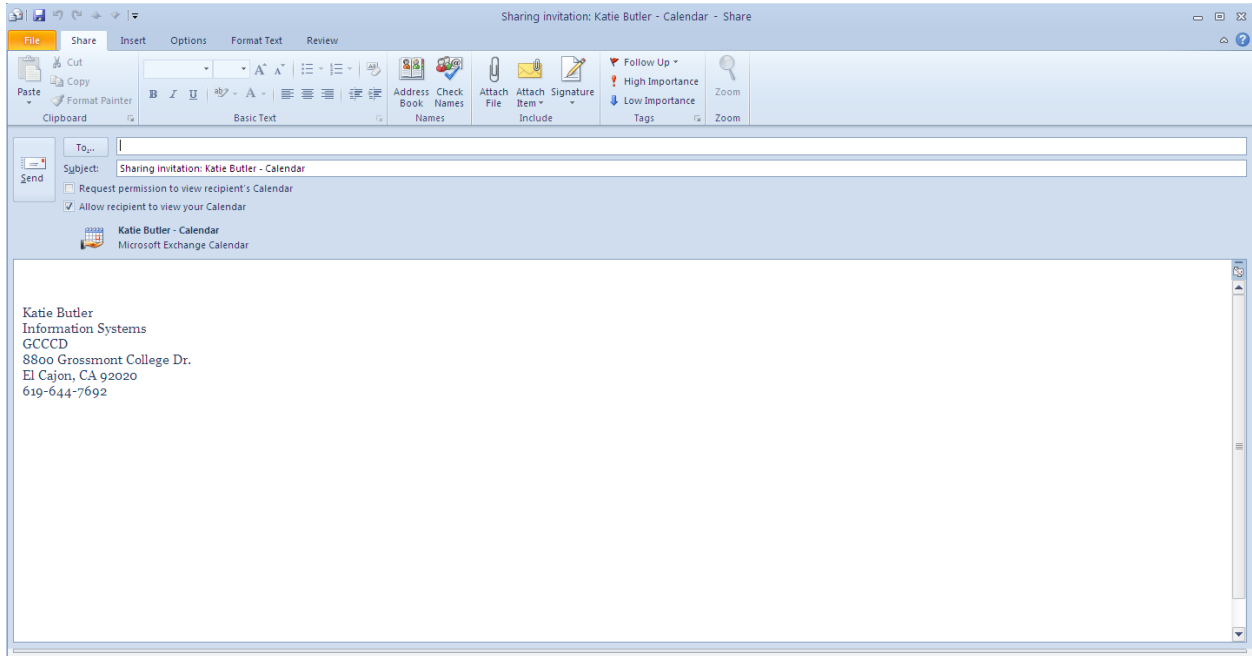
Step 2: Select “Share Calendar” on the Home tab



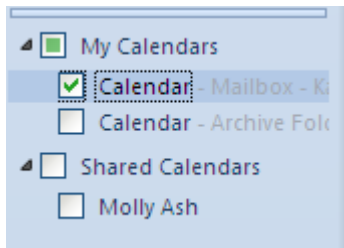
Or right click on Calendar, select “Share”, and then select “Share Calendar”



Step 3: You will be given a message. Select the person whose calendar you would like to share and send the message. Note: You may select “Request permission to view recipient’s Calendar” and/or “Allow recipient to view your Calendar”. The recipient will then approve your calendar request.



To view your Shared Calendars, select the appropriate Calendar under “Shared Calendars” on the Navigation Pane.



Or select “Open Calendar” on the Home tab and type the name of the Calendar you wish to view.

