Sharing a Calendar in Outlook 2010

Sharing a Calendar

Description:

Outlook 2010 and Microsoft Exchange provide the ability to share calendars between users. Follow these instructions to either allow other access to your calendar, or open a calendar you have been given access to.
The easiest way to share your calendar is to open your calendar, click Folder, and click Share Calendar:
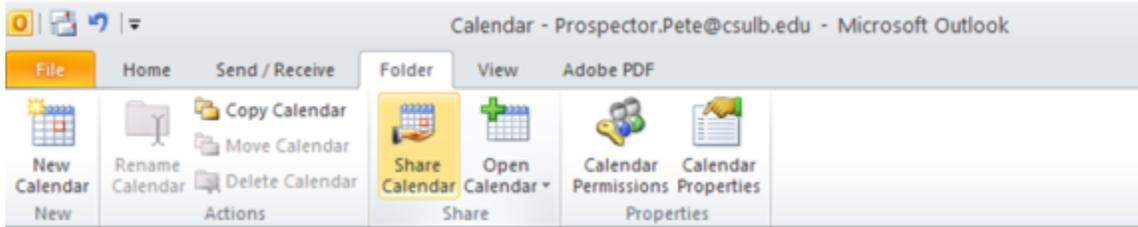

Figure 1: Share calendar command on Folder Ribbon

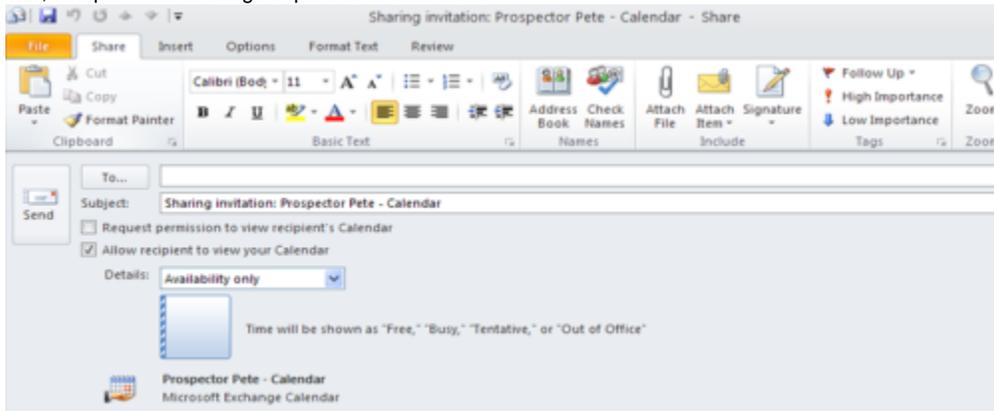Now, complete the Sharing Request and click **Send**:

Figure 2: Sharing invitation

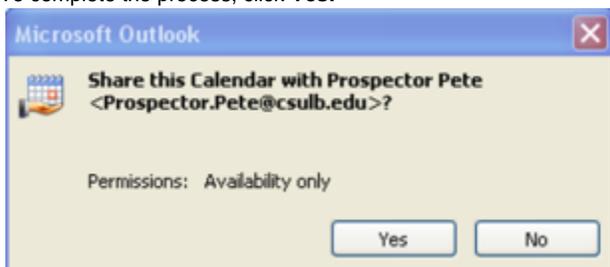To complete the process, click **Yes:**

Figure 3: Calendar sharing approval

Calendar Sharing Request

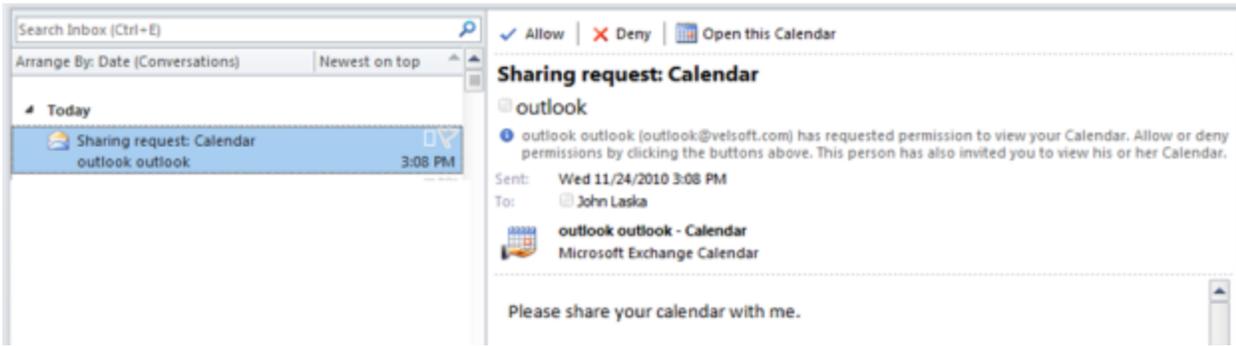Here is what you will see if you receive a sharing request:

Figure 4: Calendar sharing request message

If you click **Allow**, you will be asked to confirm the sharing request:
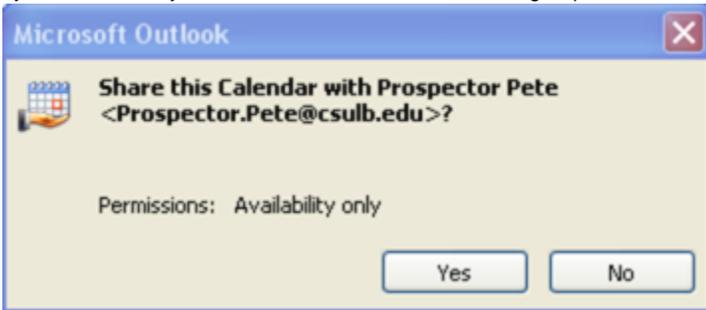

Figure 5: Prompt to share calendar

Viewing Another User's Calendar

When your sharing request has been approved, you will receive a notification email like this:
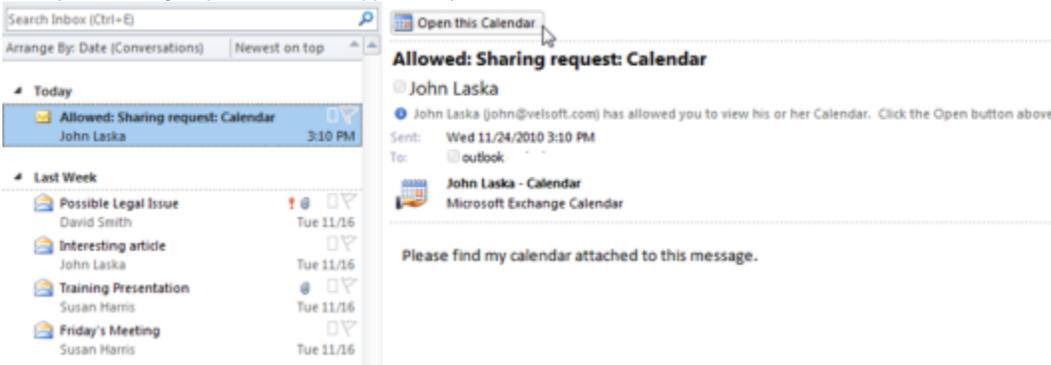

Figure 6: Open another calendar command

If we click the **"Open this Calendar"** link, we will see the user's calendar side-by-side with ours:
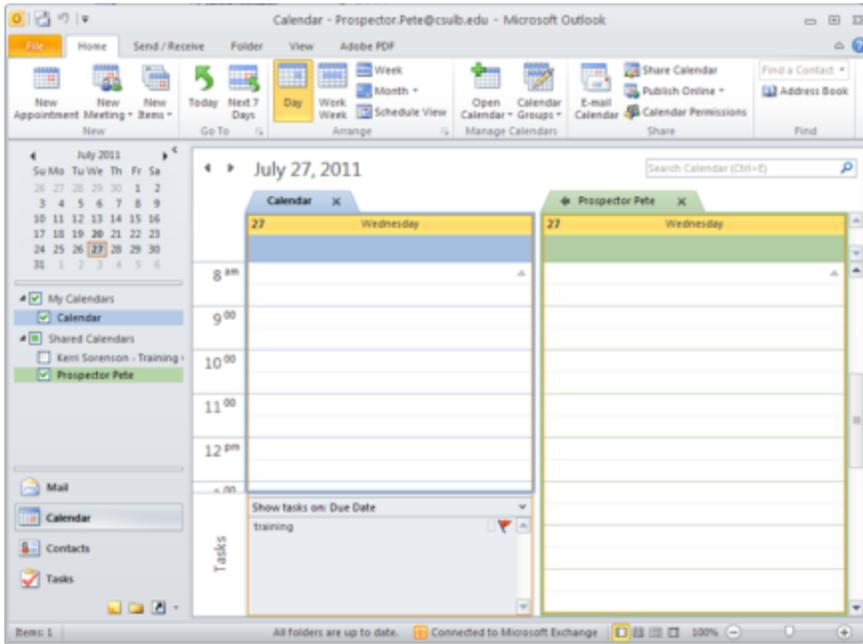
Figure 7: Outlook calendar view with multiple calendars open

Shared calendars allow you to create a new appointment in the form of a meeting request, which means that they will have to confirm their attendance.
Shared calendars stay in your Calendars list in a Shared Calendars section. To show or hide a calendar, check or uncheck the appropriate box:
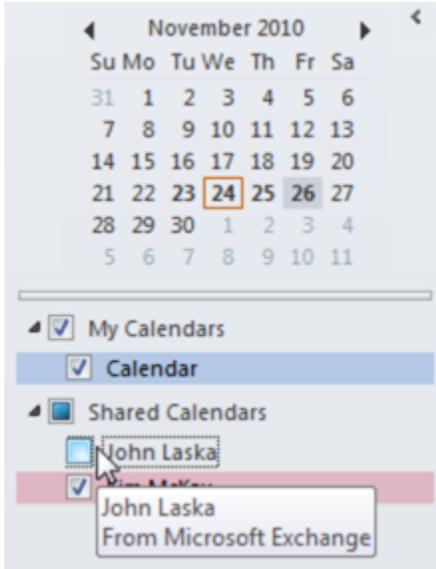

Figure 8: Navigation pane calendar options

In order to set more specific permissions for your Calendar go to **Calendar > Folder > Calendar Properties**.
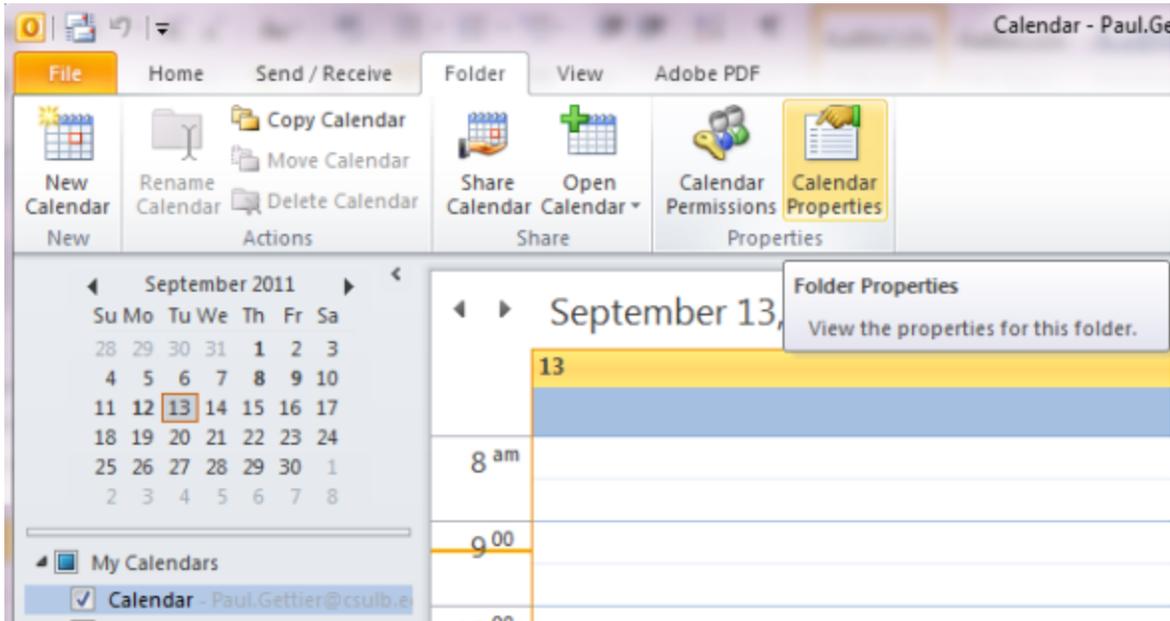
Figure 9: Calendar properties command, to set calendar permissions

The Calendar Properties will appear, select the **Permissions** tab.
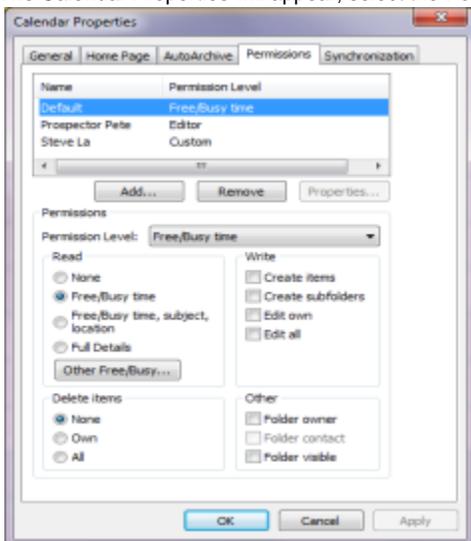

Figure 10: Calendar properties

Here you are able to set very specific Permissions for each user you wish to have access to your Calendar. You are also able to **Add-Remove** us er access from this screen.
To add a user and assign permissions click **Add.**
You will be presented with the GAL (Global Address List). Select the user you wish to grant access to and click **Add.**
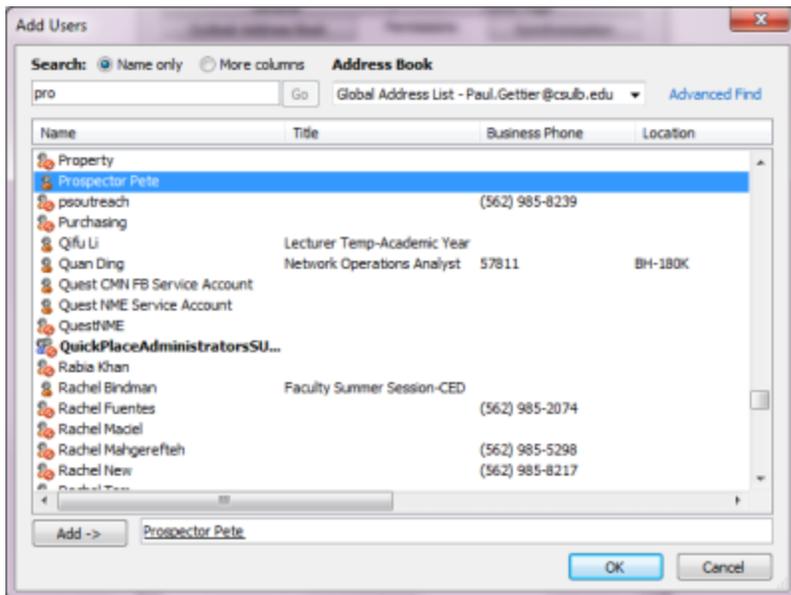
Figure 11: Global address list – address book

In this example I will now assign Prospector Pete to have **Publishing Editor** over my Calendar.
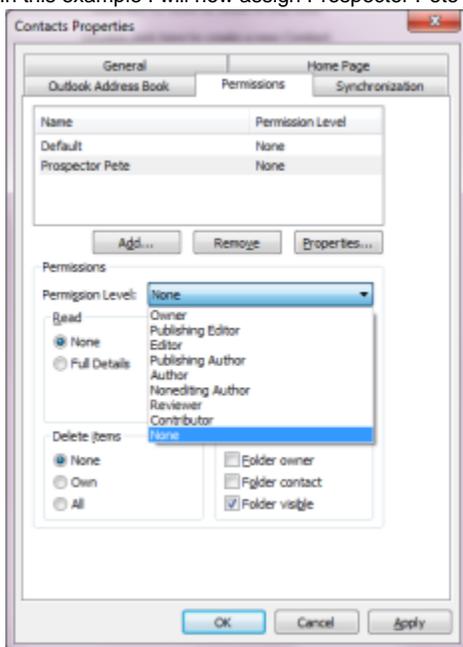

Figure 12: Set permissions - properties dialog

By choosing the **Publishing Editor** option from the drop down menu you will see some items are automatically selected granting and restricting certain forms of access.
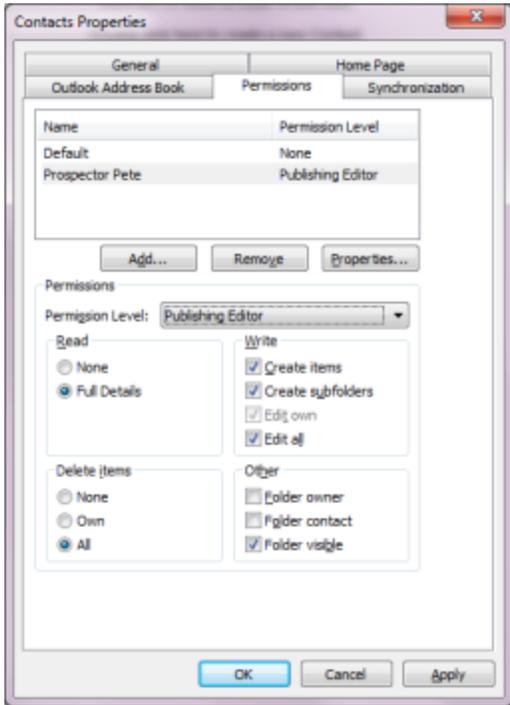
Figure 13: Set permissions - properties dialog

Please note: You do not have to use one of the pre-assigned permission levels; you may assign your own custom level of permissions using the check boxes provided.