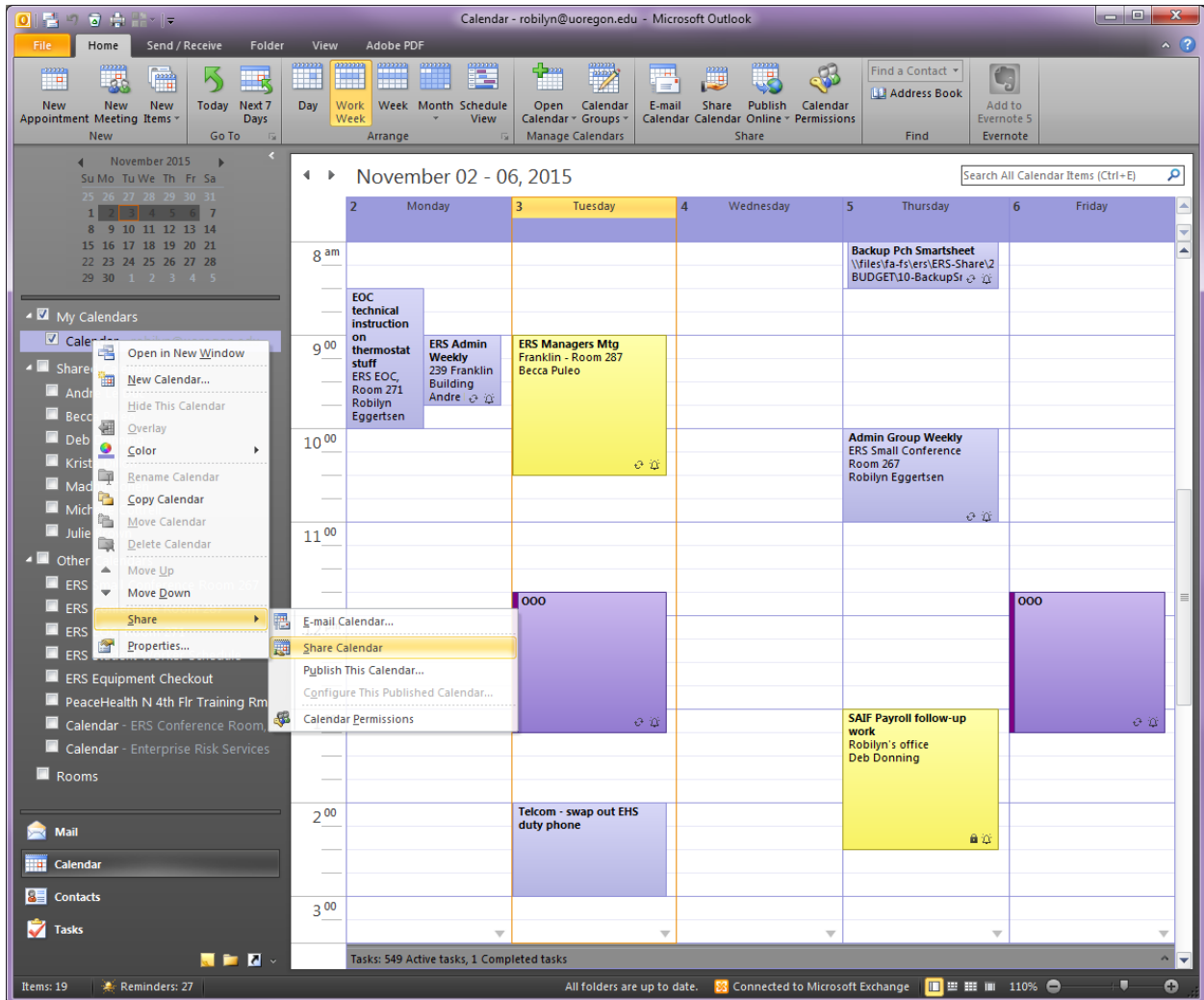


How to Share Your Outlook Calendar

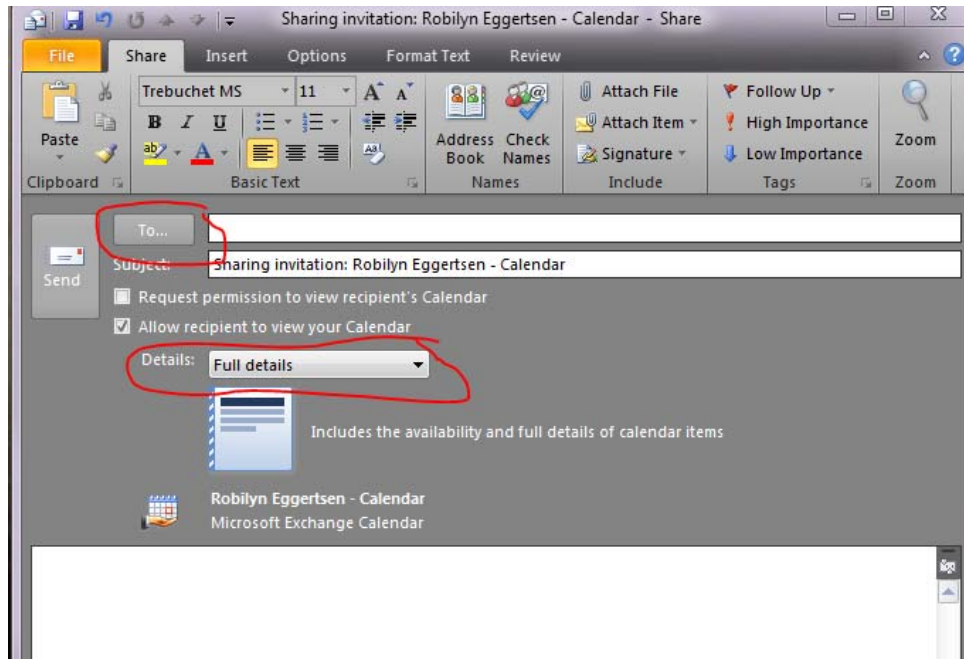
Right-click on your calendar

Select **SHARE > SHARE CALENDAR**

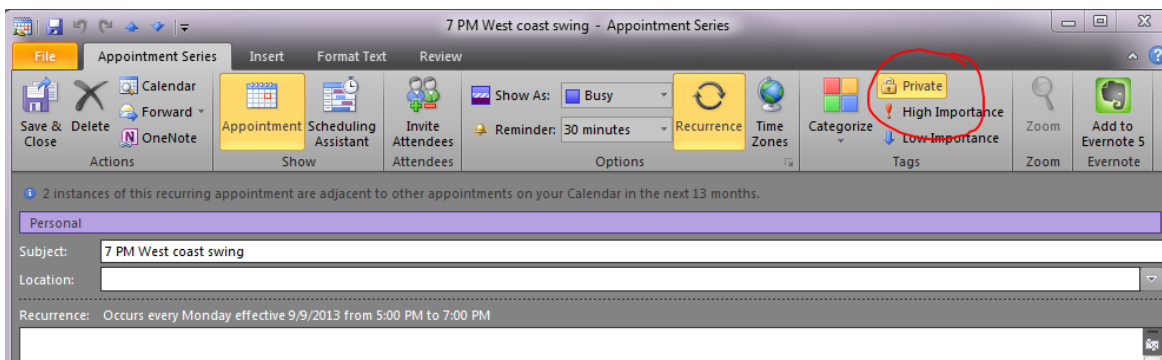


In the sharing invitation window that pops up:

1. Similar to addressing an email ... enter the names of the people with whom you wish to share your calendar (or select from the address book).
2. Select the level of detail you wish to share: either 'Full details' or 'Limited details'.
3. Click the 'Send' button.



If you keep personal appointments on your calendar, click on the 'Private' button.



You will see a confirming padlock icon on the calendar item.

