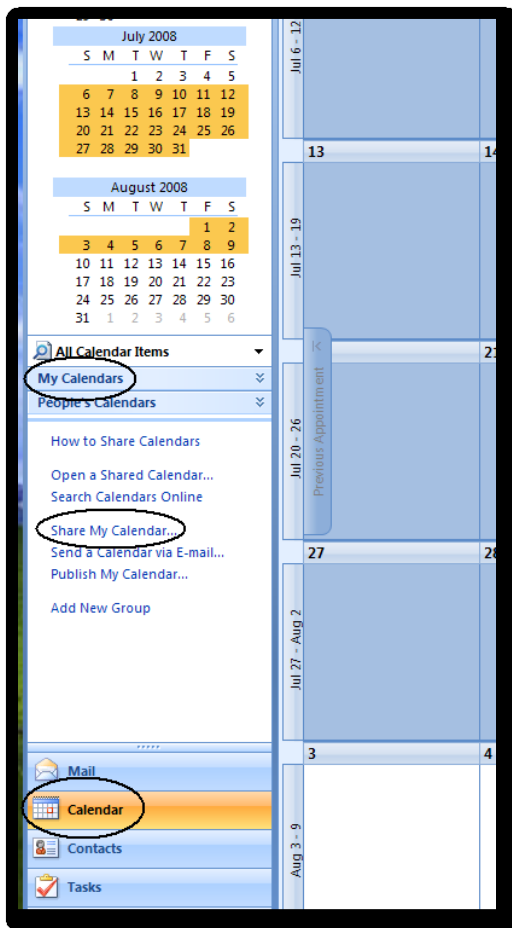


# How to Share a Calendar within Outlook

1. Open Outlook.
2. Click on the “Calendar” icon located on the far left of Outlook and directly under the “Mail” button. A new menu called, “My Calendars,” will appear above the “Mail” button.
3. In the “My Calendars” Field, click on “Share My Calendar...”



4. In the “To:” field, type in the email address of the person with whom you will share your calendar. Type your subject in the “Subject” field.

5. Ensure that the check box “Allow recipient to view calendar is checked.” You may also send a request to see the recipient’s calendar by checking “Request to see recipients calendar.”
6. If you wish to write a message to the recipient you may do so in the open text field.
7. Click “Send” to share your calendar.

### If you are a Recipient of a Shared Calendar

1. Open the message from the sender.
2. Located at the top of the message, click “Open this calendar” to open the shared calendar you received.
3. If someone has requested to see your calendar, the request will be shaded in a blue box directly below the name of the sender. Located above the message subject there are two buttons: “Allow” and “Deny.” Clicking “Allow” will share your calendar with the requestor; clicking “Deny” will deny the request.

