1) Navigate to your calendar view and then click on the Share Calendar button in the top



right. As seen to the right :

2) From here click the to button and navigate to the user you wish to share with in the address book

	To.	Ť
	Subject	Sharing invitation: Tyler Collins - Calendar
Send	🔲 Request	permission to view recipient's Calendar
	Allow red	cipient to view your Calendar
	Details	Availability only *
		Time will be shown as "Free," "Busy," "Tentative," "Working Elsewhere," or "Out of Office"
	Time III	Tyler Collins - Calendar
		Microsoft Exchange Calendar

3) After you have added the user you wish to share with in the address book and have added them to the to.. line select the Details dropdown menu. Here you will select what kind of details you want the person to be able to see. Availability only allows the user to only see if you are busy, free, Tentative, Working Elsewhere, or Out of Office. Limited details will show the user the Subject of the meeting or appointment only. And full details will give them the Subject and any details within the event. (As a note you can also select Request permission to view recipient's Calendar here this will send the person a request for them to share their calendar with you).

11 <u></u> 11	То	3 Jay Schellenberg
1	Subject	Sharing invitation: Tyler Collins - Calendar
Send	[Request	permission to view recipient's Calendar
	🖌 Allow re	cipient to view your Calendar
	Details	Availability only
		Availability only Limited details
		Full details with as "Free;" "Busy," "Tentative," "Working Elsewhere," or "Out of Office"
		8
		Tyler Collins - Calendar
		Microsoft Exchange Calendar

4) The next step is to send off the notification so just click send. Then another dialog box will pop up, select yes.



5) What we need to do now is to give the person access to edit events on your calendar, as of right now they only have access to view your calendar. The first step is to click on the Calendar Permissions button.

				6	30 N
Open	Calendar	E-mail	Share	Publish	
Calendar	Groups *	Calendar	Calendar	Online	Permissions
Manage	Calendars		5	hare	

6) Next you are going to click on the add button, this will bring up the address book once again, here you will need to find the user you are trying to share with, and double click them. Then click OK

Default	Free/Busy time	E	
lay Schellenberg Ammendolia, Sindy	Reviewer Reviewer		
۳ ۸۴۹	Remove	Properties	
Permissions	Contraction and	I	
Permission Level: Free	/Busy time	-	
Read	Write		
None	Create items		
Free/Busy time	Create su	bfolders	
Free/Busy time, subject, location Full Details	🔄 Edit own		
Other Free/Busy			
Delete items	Other		
None	Folder ov	wner	
🕐 Own	E Folder co	intact	
C All	Folder vis	sible	

7) After that you will need to find the user you just added, and select them. We will now give them the proper permissions. Here is where you can customize the user's permissions to best suit your needs. Under the Read options you have similar options as the previous step in that you can choose whether the person sees your time as generic

free/busy time or just the subject and location or everything about the event. The other options are write this is where you will determine what the user can write to your calendar and what they can edit. Choose what it is you want the user to have access to and then click ok. (We do not recommend allowing other users to delete your items)

Default Fre		e/Busy time		E
Jay Schellenberg	Revi	viewer		
Ammendolia, Sindy	Revi	ewer		-
Kas <u>k Casa</u>	10	m	•	
Add		Remove	Propertie	s
Permissions			1	
Permission Level:	Reviewer	ľ	\ \	-
Read	N	Write	5	
None		Create	items	
Free/Busy tin	ie .	Create	subfolders	
Eree/Busy tin		Edit ow	'n	
 subject, location Full Details 		Edit all		
Delete items		Other		
None		Folder owner		
St. Own				
Own 🕐	() All		V Folder visible	

8) Next click OK and the sharing process is complete.