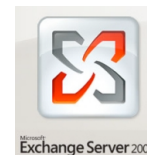


ITD Fact File:

Outlook- Sharing Calendars (Exchange)



Information Technology Directorate – UNE Microsoft Exchange Project

Opening a Shared Calendar

Open the 'Calendars' menu. Click on 'Open a Shared Calendar' to open up the Calendar selection box. Click 'Name' to select from the Calendars available. Select 'OK' when done. This calendar will now be open for viewing

Sharing my Calendar Invitation

Open the 'Calendars' menu. Click on 'Share My Calendar'. A new email box will open. Select 'To...' to add Exchange users who you want to see your calendar. Press 'Send' when finished.

Calendar Sharing Properties

If you wish to edit the permissions of a user on your calendar you can access this through 'My Calendars' → 'Calendar Name' → 'Right Click' → 'Properties' → 'Permissions TAB'.

