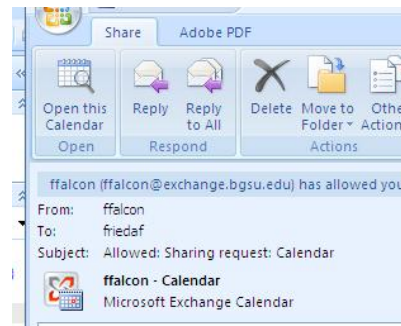


Open a Shared Calendar in Outlook 2010

Calendar sharing works through sharing invitation and sharing request e-mail messages. Sharing invitations offer the recipient access to a calendar folder. When a sharing invitation is sent it will be received via email.

Open a Shared Calendar via Sharing Invitation:

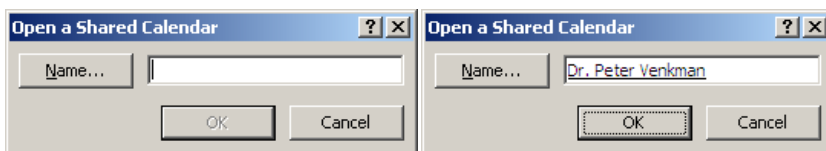
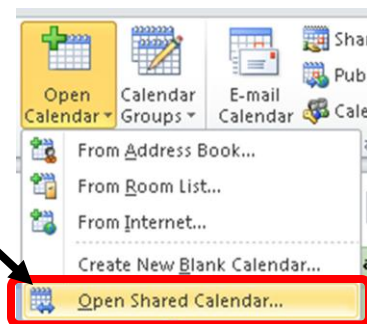
1. Double-Click on the message to open it.
2. Click on “**Open This Calendar**” icon in the ribbon (upper right corner of the email) to make the calendar folder appear in your navigation pane.



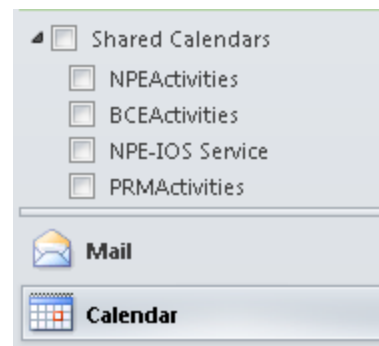
Once you have viewed a person’s calendar, it will appear in the “**Shared Calendar**” section of the Navigation Pane with a checkbox that allows you to open and close the person’s calendar with a click of a button.

Open a Shared Calendar without a Sharing Invitation:

1. In the Calendar view, on the Home ribbon click the **Open Calendar** button.
2. Select **Open Shared Calendar**.
3. The *Open a Shared Calendar* dialog box will appear.
4. Type the first name of the person for the calendar you want to open or click the Name button to bring up the address book to find the individuals name.

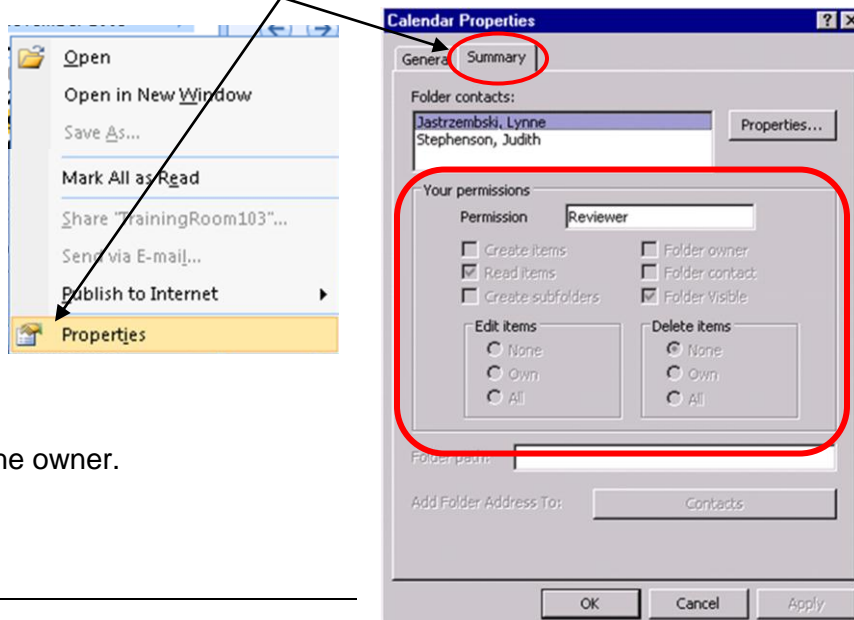


5. Click **OK**.
6. The other calendar should now appear in the Shared Calendars section of the Navigation Pane.



See your permissions on another person’s shared calendar:

1. In the Navigation Pane, Click **Calendar**.
2. In the Navigation pane, under People’s Calendars, Select the calendar by checking the box in front of it.
3. Right-click the calendar.
4. Select **Properties**.
5. The **Calendar Properties** dialog box will appear.
6. Click the **Summary** tab to see your permissions for that calendar.



Permissions can only be changed by the owner.

Open a Shared Calendar in Outlook 2010

Remove another person's calendar from the calendars list:

1. In the Navigation Pane, Click Calendar.
2. In the Navigation Pane, under People's Calendars, right-click the calendar you want to remove.
3. Click **Delete** "calendar name will appear in quotes".



Removing the shared calendar does not remove your permission to view the calendar. You can add the calendar again if you still have permission to view the calendar.

