

Share a Calendar in Outlook 2010

Calendars can be shared between people. Calendar sharing is not limited to the default Calendar folder that is created in all Outlook profiles. The default calendar cannot be renamed or deleted. You can create additional calendar folders and choose which of those folders to share. For example, you can create a calendar folder for a specific project and share it with your co-workers. Optionally, you can grant them permission to modify the events and appointments in the calendar.

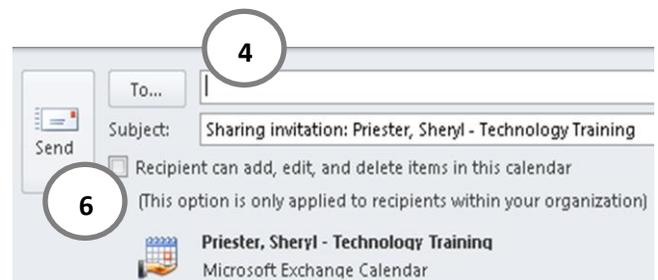
Calendar sharing works through sharing invitation and sharing request e-mail messages. Sharing invitations offer the recipient access to your calendar folder. When you send a sharing invitation for your default Calendar folder, you can request access to the recipient's default Calendar folder.

Share your Calendar

1. In Calendar, in the Navigation Pane, right-click the calendar you want to share.
2. Click **Share** and select **Share Calendar**.
3. The sharing invitation email will appear.
4. Enter the name of the person that you want to grant access to view your calendar.
5. Type a subject for your e-mail message.
6. Select the check box to grant the recipient permission to add, edit, and delete items in this calendar. This is optional.



If the calendar invitation is addressed to multiple individuals and the checkbox is selected. All individuals will have access to add, edit, and delete all items in the calendar.

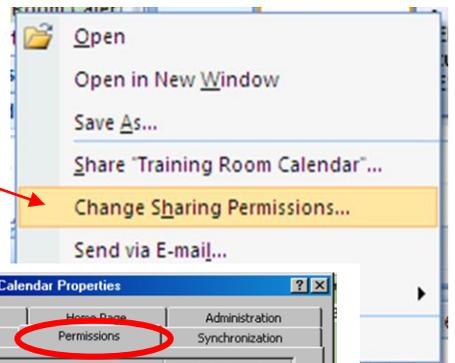


7. In the message body, type any information you want to include.
8. Click **Send**.
9. Review the confirmation dialog box, and then, if correct, click **OK**.

Revoke or Change Sharing Permissions

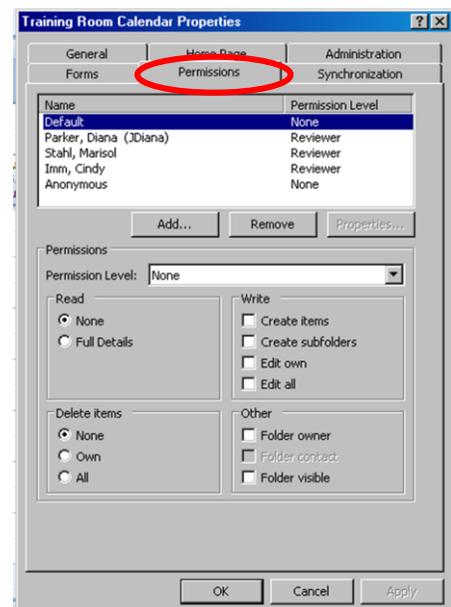
At any time, you can change or revoke someone's access permissions to your calendar folders.

1. In Calendar, in the Navigation Pane, right-click the calendar you want to change permissions.
2. Click Change Sharing Permissions.
3. On the Permissions tab, in the Name box, select the individual(s) that you would like to change permissions for.



To apply changes to all individuals the calendar has been shared with, select **Default** in the name field.

4. Under Permissions, in the Permission Level list, select desired permissions.



Share a Calendar in Outlook 2010

With this permission level (or role)	You can
Owner	Create, read, modify, and delete all items and files, and create subfolders. As the folder owner, you can change the permission levels that other people have for the folder. (Does not apply to delegates.)
Publishing Editor	Create, read, modify, and delete all items and files, and create subfolders. (Does not apply to delegates.)
Editor	Create, read, modify, and delete all items and files.
Publishing Author	Create and read items and files, create subfolders, and modify and delete items and files that you create. (Does not apply to delegates.)
Author	Create and read items and files, and modify and delete items and files that you create.
Contributor	Create items and files only. The contents of the folder do not appear. (Does not apply to delegates.)
Reviewer	Read items and files only.
Custom	Perform activities defined by the folder owner. (Does not apply to delegates.)
None	You have no permission. You cannot open the folder.



Click **None** to revoke permissions. You can create custom permissions by selecting the appropriate check boxes and options under Permissions.