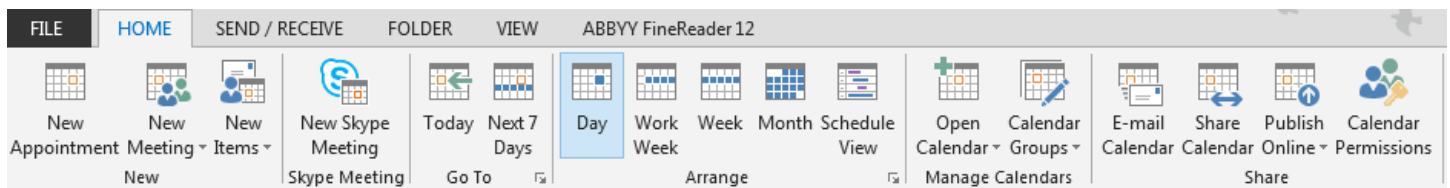


When working on projects or with different workgroups it is often beneficial to allow others to view your calendar details for efficiency in scheduling meetings or just so they can see if you are in the office on a particular day. There are a couple ways to share your calendar with others but as we move to new technologies, the one we are detailing below is most reliable.

THE MS OUTLOOK RIBBON

The ribbon shows at the top of the Outlook calendar window.



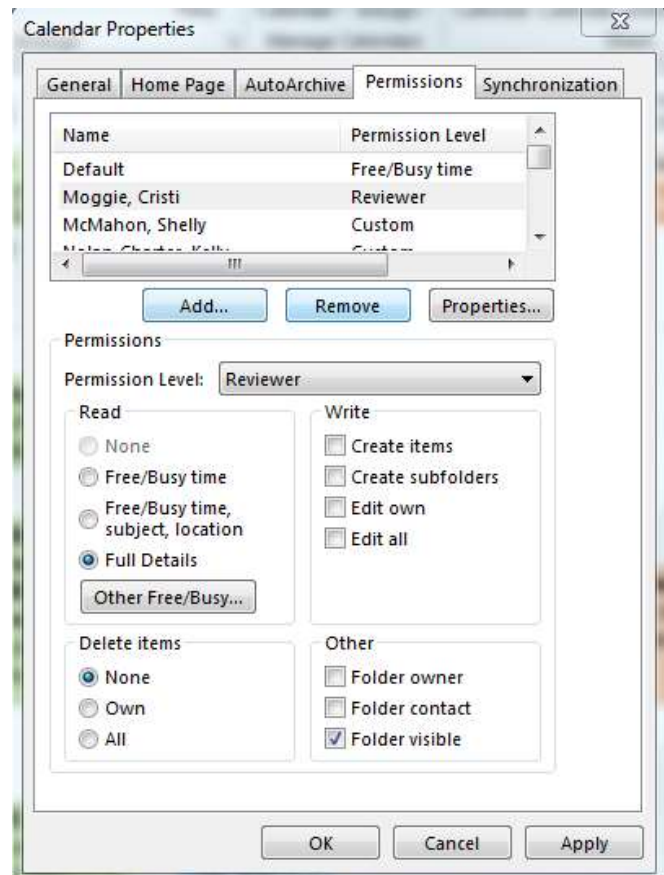
The option “Share Calendar” will work with most users inside HR, except students, but the option “Calendar Permissions” should work with most users on the CampusAD system.

ADDING PERMISSIONS

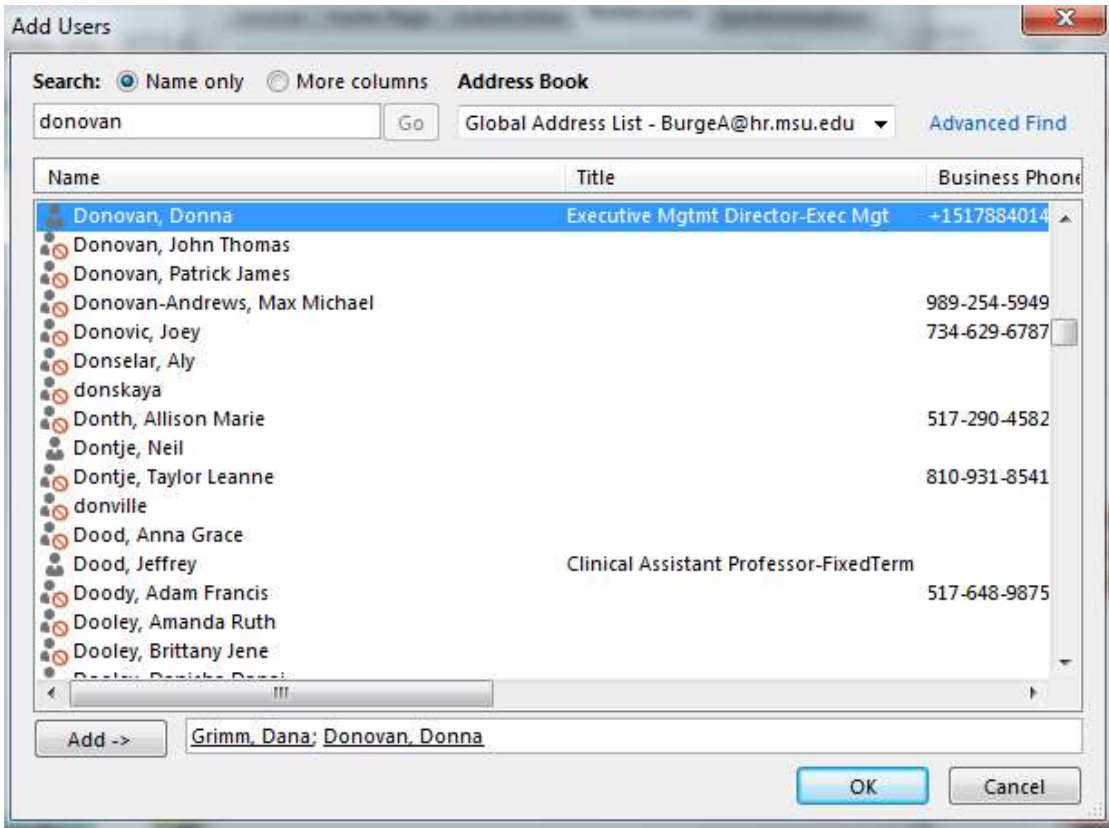
Click on the Calendar Permissions icon.

That will open the dialog window at right.

Click Add



Search for the user(s) you want to allow to view your calendar, You can add multiple users at the same time, be sure to click add after each one, then click OK.



By default, they are given the ability to view Free/Busy time only, changing to option to Reviewer allows them to view the subject of meetings and appointments not marked as private. You can give them more permissions up to and in including the ability to manage your calendar (not recommended in most cases).

Click Apply to save your changes.

