



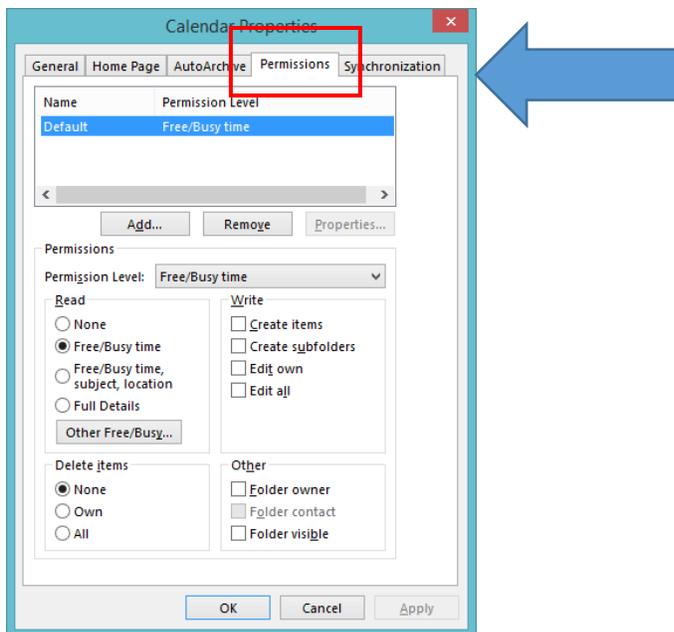
How do I share my Calendar or Manage Calendar Permissions in Outlook How to Share your Calendar

Open your **Calendar**

Select the **Calendar** that you would like to share

Right-click on that **Calendar** and choose **Share -> Calendar Permissions**

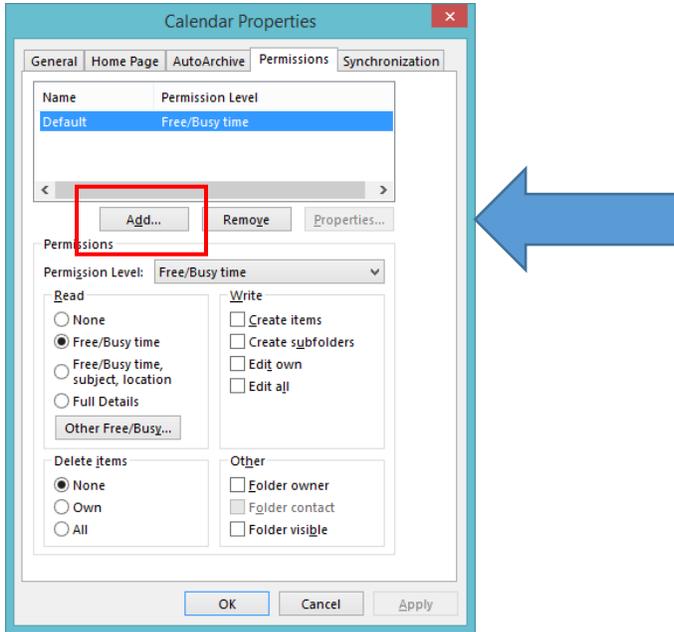
In the Calendar Properties window that opens, click on the **Permissions** tab



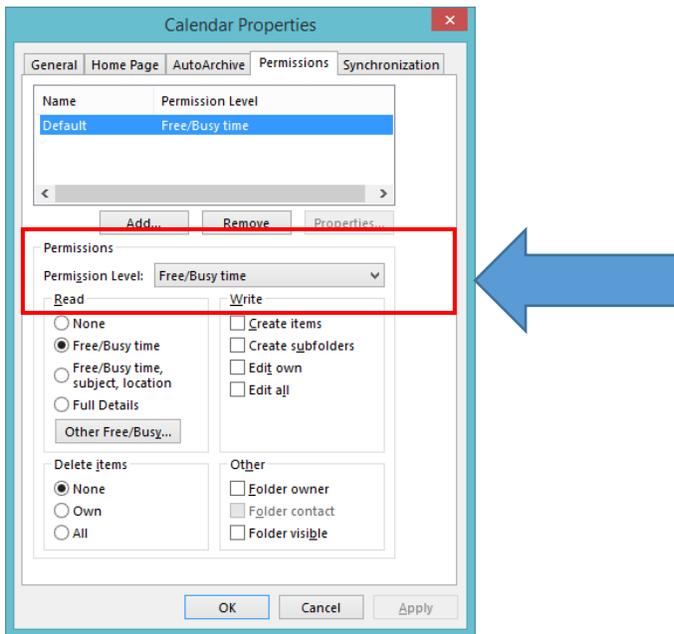
From here, you may add or remove users to whom you have or would like to delegate access to your Calendar.



To add a new delegate, click on **Add...** and search for the desired user.



Under the **Permissions** section, choose the **Permission Level** of detail you would like to provide to the user.





Outlook Permission Levels

When setting up permissions, you can determine exactly how much access a user has to your Calendar or Folder. The permissions are predefined by Microsoft but are customizable.

Permission Level	Definition
Owner:	Allows full rights to the mailbox's (Calendar or Folder) , including assigning permissions; it is recommended not to assign this role to anyone
Publishing Editor:	Create, read, edit, and delete all items; create subfolders
Editor:	Create, read, edit, and delete all items
Publishing Author:	Create and read items; create subfolders; edit and delete items created by the user.
Author:	Create and read items; edit and delete items they've created.
Non-editing Author:	Create and read items; delete items created by the user.
Reviewer:	Read items.
Contributor:	Create items.
Free/Busy time, subject, location:	View the time, subject, and location of the appointment or meeting on your calendar.
Free/Busy time:	Shows only as Free or Busy on your calendar. No details are provided.
None:	No permissions are set for the selected user on the specified calendar or folder.



To remove a delegate, select the user and choose **Remove**.

Choose **Apply** -> **OK**.

