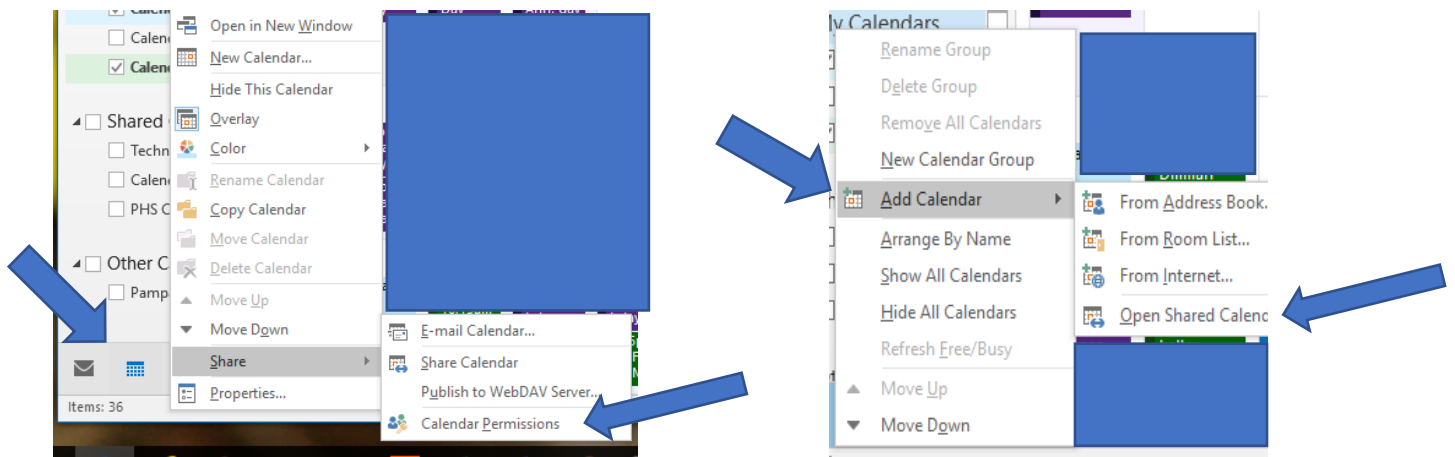
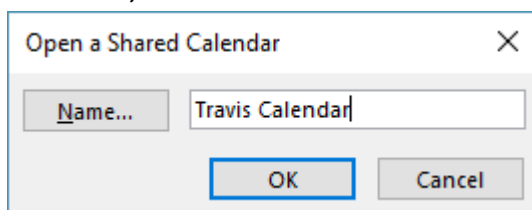


Adding OR Sharing a Calendar

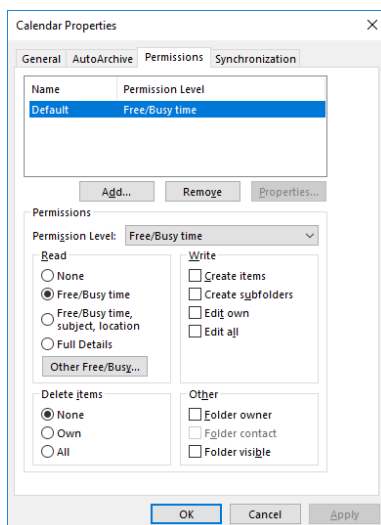
- ADD**-Go to your calendar in Outlook by clicking on the icon. If you see the calendar you want to view already in the list you can click on it to bring it up.
SHARE- to share your calendar right click on your calendar to bring up a menu to share it.
- ADD**-If you do not see the calendar you wish to view in the list, right click "My Calendar" and from the list click on Add Calendar.
SHARE- Click on Share then on Calendar Permissions to continue sharing your calendar.



- ADD**-Then click on "Open Shared Calendars" and in the box type the name of the calendar, then click OK. It should then show up in the list from step 1.



SHARE- In the Calendar Properties box you will need to add the user's name you want to share your calendar with. Search for them by name and click Add. You can also remove someone you no longer want to share your calendar with from the list.



Once they are added you will choose the level of permission and click Apply and OK when done.