

About Sharing Outlook 2007 Calendars

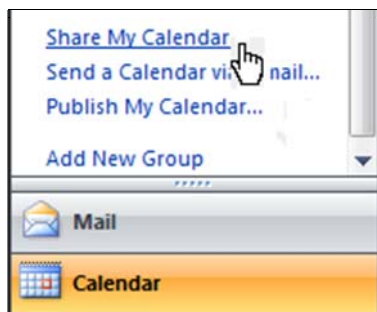
Make your calendar visible to others and view others' calendars in Outlook 2007. Seeing another person's schedule is helpful for planning events, checking availability, and confirming information.

Topics in this guide:

- Share Your Calendar with Others
- Change Sharing Permissions
- Stop Sharing Your Calendar
- See Another Person's Calendar
- See Your Permissions on Another Person's Shared Calendar
- Remove Another Person's Shared Calendar

Share Your Calendar with Others

- 1 In the Outlook 2007 navigation pane, click **Calendar**, and then click **Share My Calendar**.
- 2 In the **Sharing invitation** e-mail message, in the **To** box, type the name or names you would like to share your calendar with, or click **To** to choose a name or names from the address book.
- 3 Click **Send**, and then in the **Share this Calendar** message, click **Yes**.



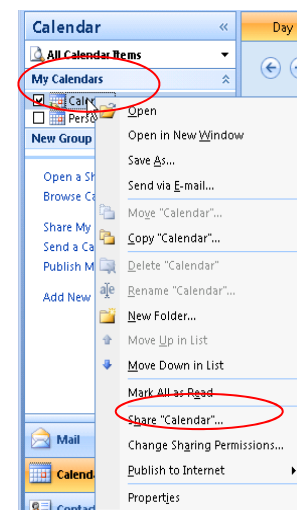
Notes

- If you do not wish to share everything on your calendar, create a duplicate calendar and move your private items to the duplicate calendar.
- To request to view the calendar of the recipient of your e-mail message, select the **Request permission to view recipient's Calendar** check box on the sharing invitation e-mail message.

Change Sharing Permissions

You can change individual access levels to your calendar at any time.

- 1 Under **My Calendars**, right-click the calendar that you are sharing, and then click **Change Sharing Permissions**.
- 2 In the calendar **Properties** dialog box, on the **Permissions** tab, click the user name of the person for whom you want to change permissions.

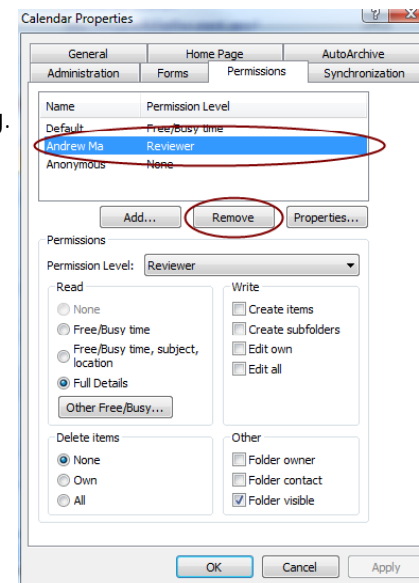


- 3 In the **Permissions** section, in the **Permission Level** list, click the permission level, and then click **OK**.

Permission Level	Abilities
Owner	Create, read, modify, and delete all items in your calendar and create subfolders. Can also change permission levels for others. (This level not available to delegates.)
Publishing Editor	Create, read, modify, and delete all items and create subfolders. (This level not available to delegates.)
Editor	Create, read, modify, and delete all items.
Publishing Author	Create and read items, and modify and delete only items created by the user. (This level not available to delegates.)
Author	Create and read items, and modify and delete only items created by the user.
Non-editing Author	Create, read, and delete own items, but can't edit them.
Reviewer	Read items only.
Contributor	Create items only. (This level not available to delegates.)
Free/Busy Time, Subject, Location	View Free/Busy times, the subject line, and location of your appointments.
Free/Busy time	View Free/Busy times only.

Stop Sharing Your Calendar

- 1 Under **My Calendars**, right-click the calendar that you are sharing, and then click **Change Sharing Permissions**.
- 2 In the **Calendar Properties** dialog box, on the **Permissions** tab, click the user name of the person with whom you would like to stop sharing.
- 3 Click **Remove**, and then click **OK**.

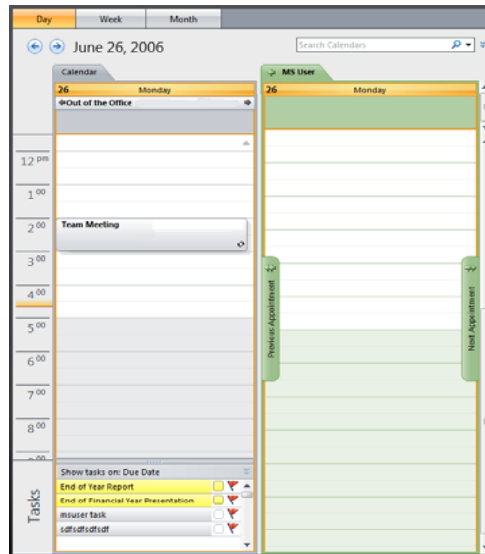


See Another Person's Calendar

After another person has given you permission to view his or her calendar, you will need to perform the following steps in order to view their calendar.

- 1 In the Outlook 2007 navigation pane, click **Calendar**.
- 2 Click **Open a Shared Calendar**.
- 3 In the **Open a Shared Calendar** dialog box, in the **Name** box, type the person's name, or click **Name** to choose it from the Address Book, and then click **OK**.

The person's calendar appears side-by-side with your main calendar. A check box for this calendar also appears under **Other Calendars** in the **Calendar** pane. Clear the check box to close the calendar.

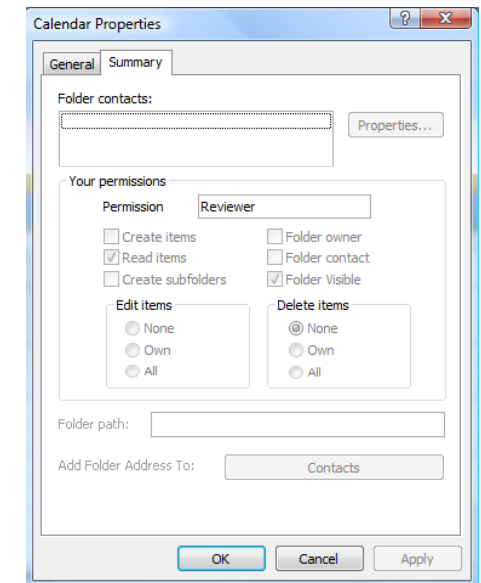


See Your Permissions on Another Person's Shared Calendar

- 1 In the Outlook 2007 navigation pane, click **Calendar**.
- 2 In the calendar pane, under **People's Calendars**, right-click a person's name, and then click **Properties**.
- 3 In the **Calendar Properties** dialog box, click the **Summary** tab.

You will be able to see your permissions for that person's calendar.

Note Permission changes can be made only by the calendar owner.



Remove a Shared Calendar

To remove another person's shared calendar from your People's Calendars list, follow these instructions.

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

- 1 In the Outlook 2007 navigation pane, click **Calendar**.
- 2 In the calendar pane, under **People's Calendars**, right-click the person's name.
- 3 Click **Delete "[Person's Name]"**.

