

How to how to share your calendar with another user

Here is how to share your calendar with another user in Outlook 2010:

1. Go to your calendar.
2. Right-click your calendar (in the pane on the left side).
3. Select "Share" from the menu and "Calendar Permissions" on the Share menu.
4. Click on the Add button.
5. Type in the user's name starting with lastname, firstname.
6. The name should show up. Make sure it is highlighted and select it by clicking the Add button near the bottom of the window.
7. Click OK.
8. With the user highlighted in the list, change the Permission Level to "Reviewer" to give the user Read-Only access to your calendar. Or select "Editor" to give Read and Write access to your calendar.
9. Click OK.