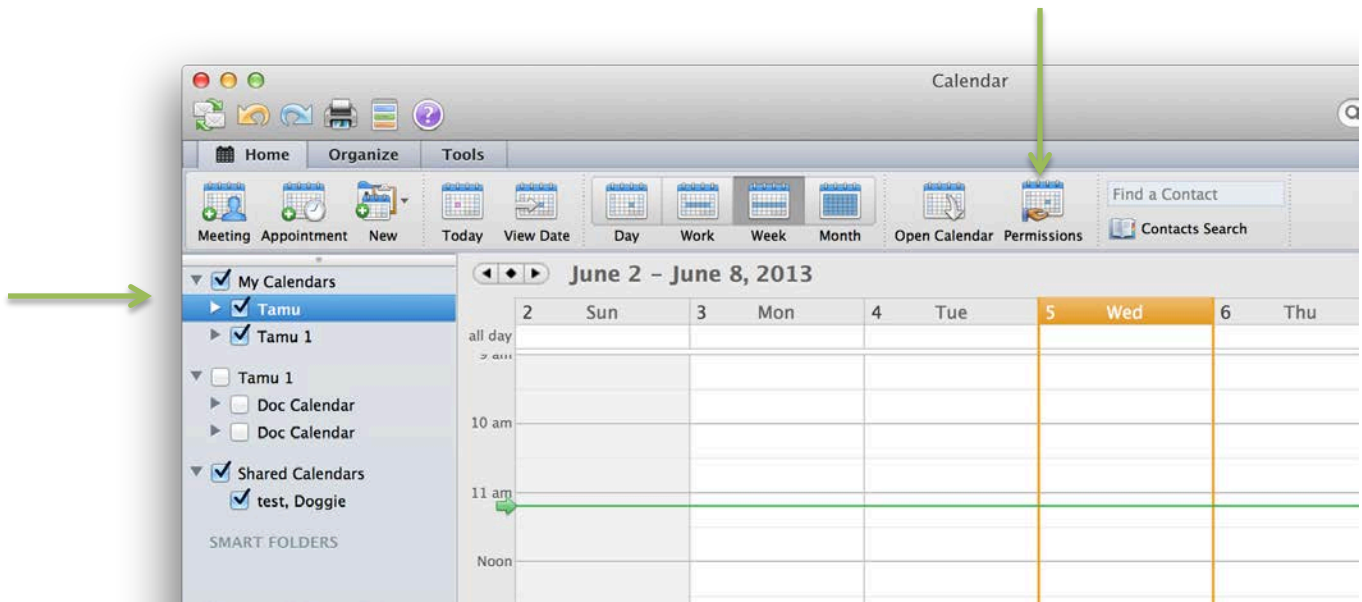


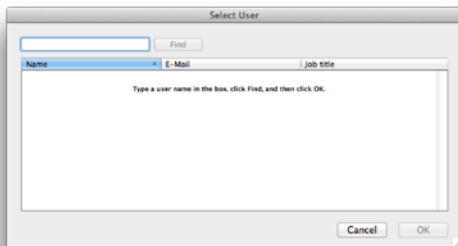
Sharing Calendars in Outlook MAC

Sharing a Calendar

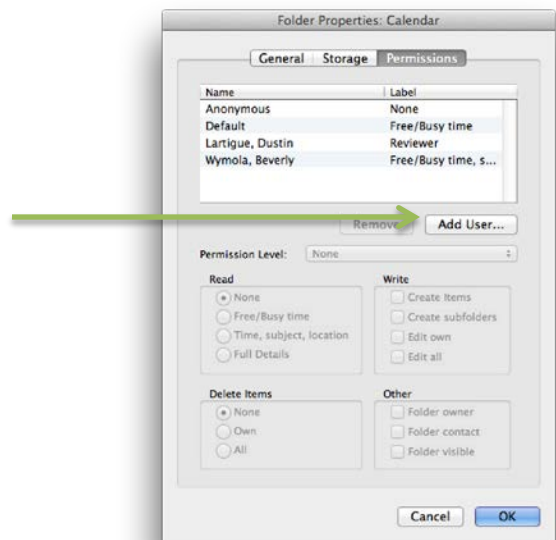
To share a calendar, click on the calendar you want to share and select **Permissions** from the ribbon menu.



Click **Add User...** to share a calendar with a user.

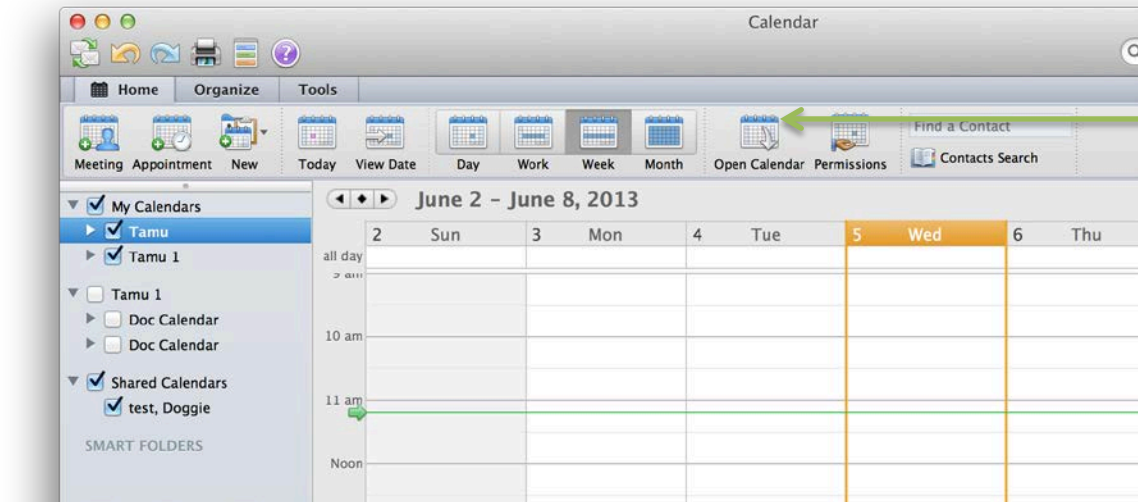


After adding the user, you can select what level of permissions that you want the user to have. Click **OK** and you will have shared the calendar.



Open a Shared Calendar

To open a shared calendar, click **Open Calendar**



In the next window type in the User whose calendar you want to open. If you do not know the user name, click on the address book symbol next to the text field and search for the user. Click **OK** and you will see the shared calendar.

