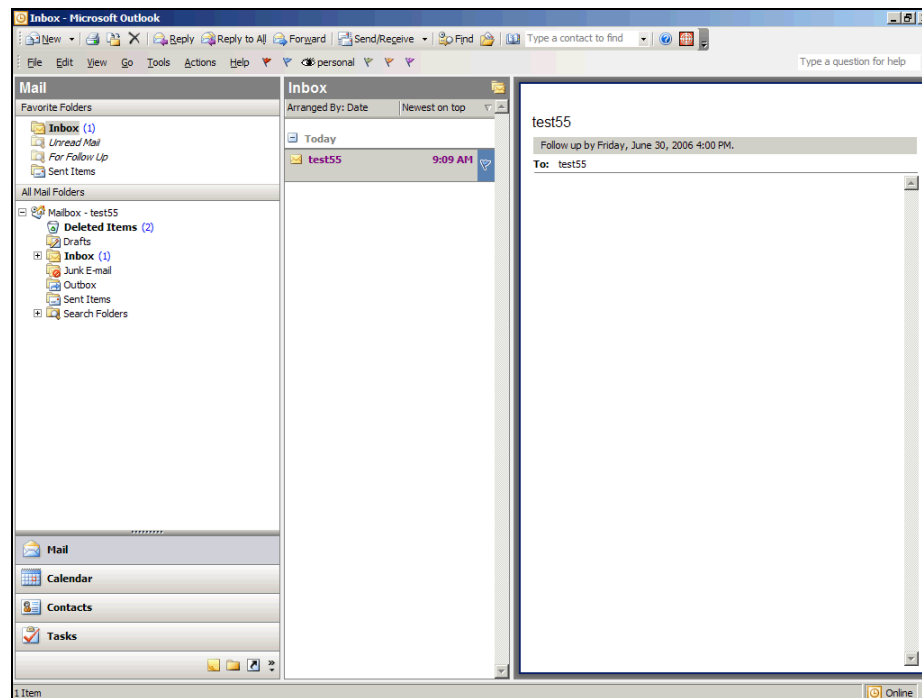


Calendar

Setting Permissions

Procedure

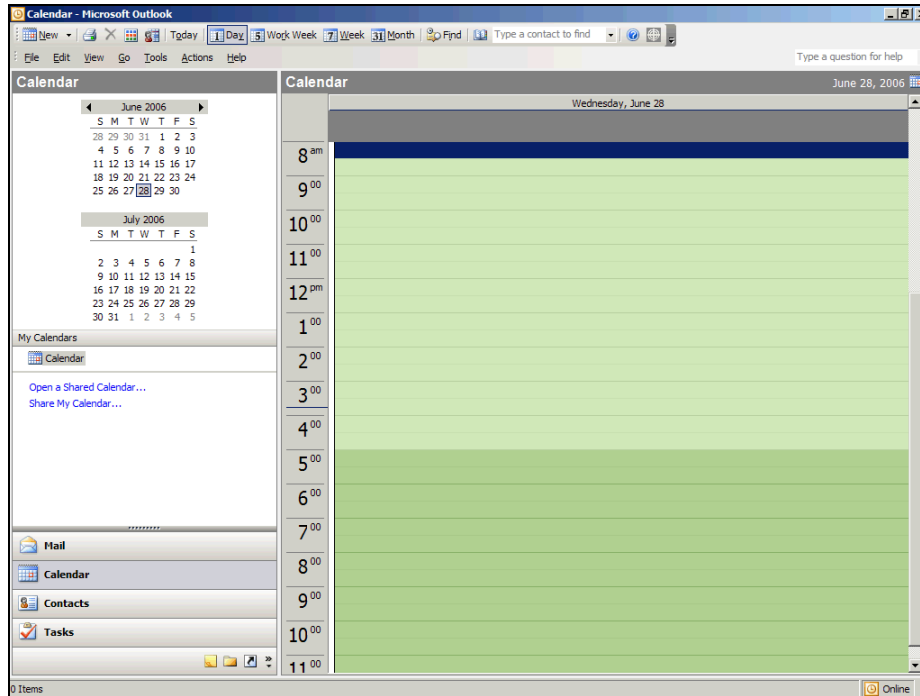
The calendar feature in Outlook allows you to share your calendar with other Outlook users. This is an excellent feature for Principal and Administrative Secretaries in schools.



Step	Action
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- To begin, click the **Calendar** shortcut.

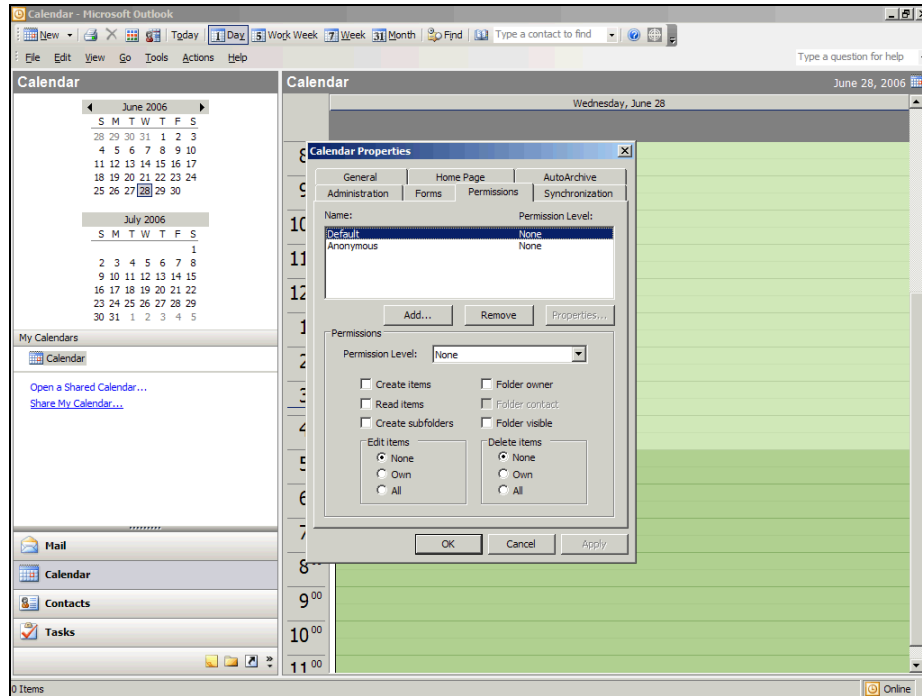




Step	Action
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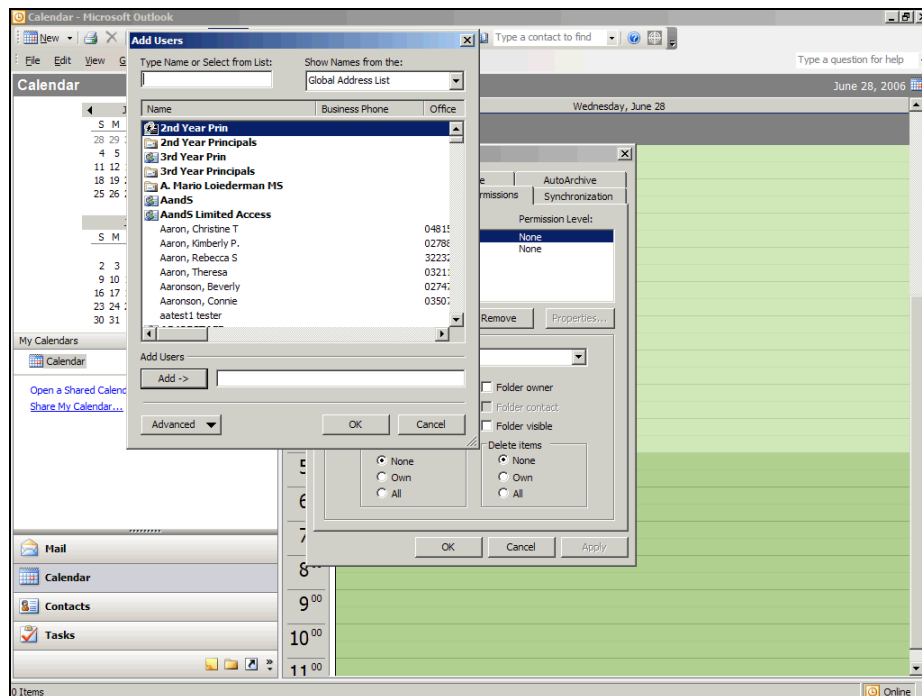
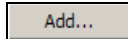
2. Select **Share My Calendar...**

[Share My Calendar...](#)



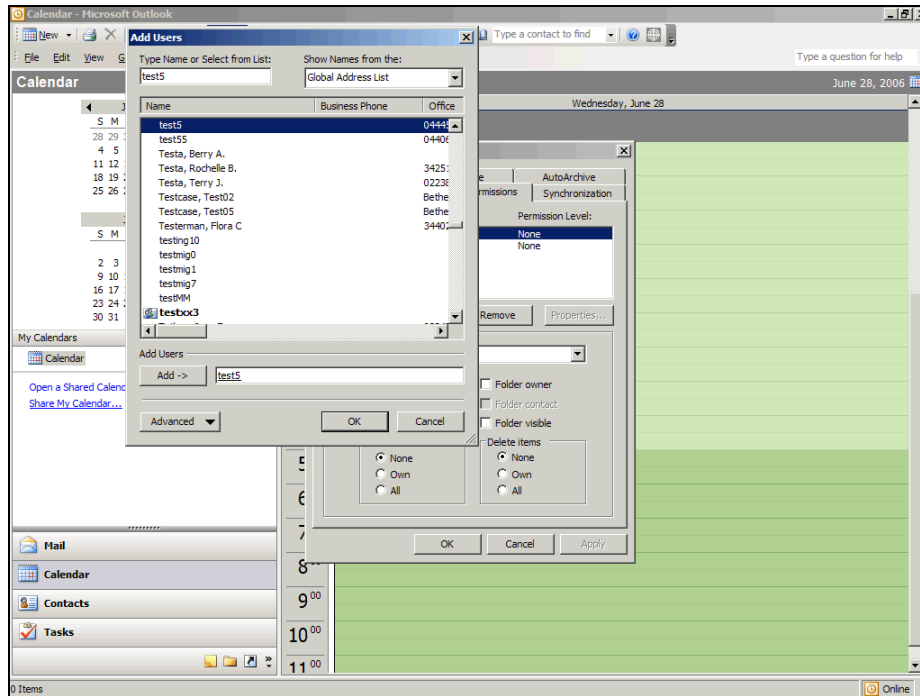
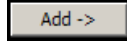
Step Action

3. Click the **Add...** button.



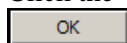


Step	Action
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4. Use the global address list to select the person you want to share with. For this topic, enter "test5".
5. Click the **Add** button.



Step	Action
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6. You will see the user (in this case test5) in the add column.

7. Click the **Permission Level** drop down box to see a list of permissions. If you just want somebody to be able to see your calendar then select **Reviewer**. If you want another Outlook user to be able to add to your calendar then select **Editor**.

8. Click the **OK** button.

9. Congratulations, you have successfully completed the topic on Setting Permissions. **End of Procedure.**