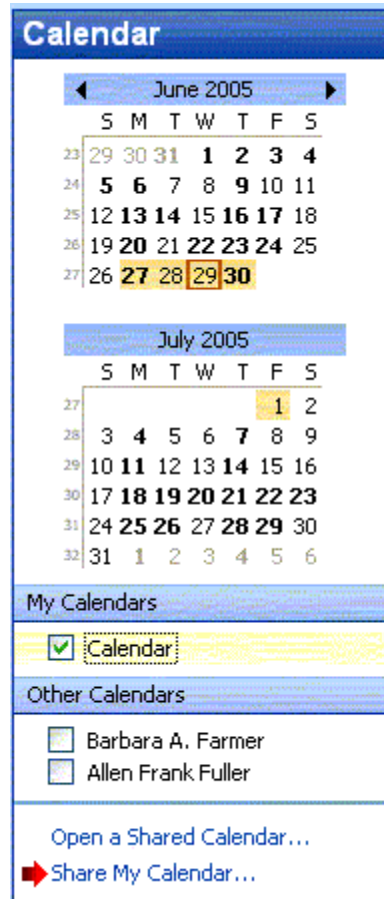


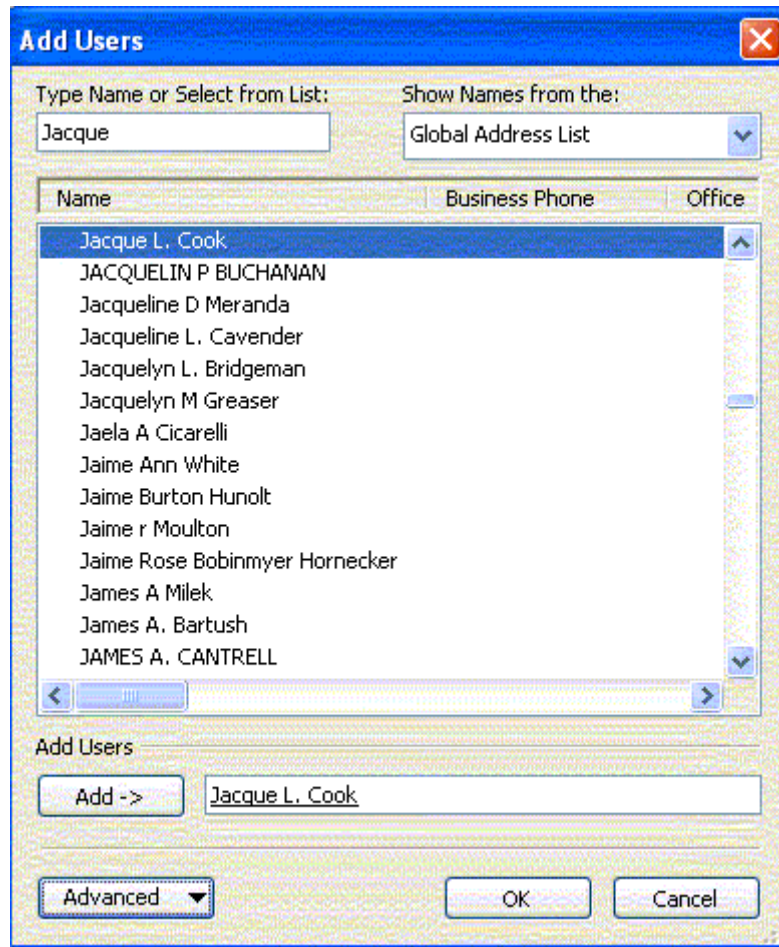
How do I share my calendar?

Share a calendar to allow co-workers to view it, add appointments, or delete appointments. Different levels of permissions can be set for each individual.

1. In the *Navigation Pane*, click the **Calendar** button or icon.
2. Click the **Share My Calendar** link.

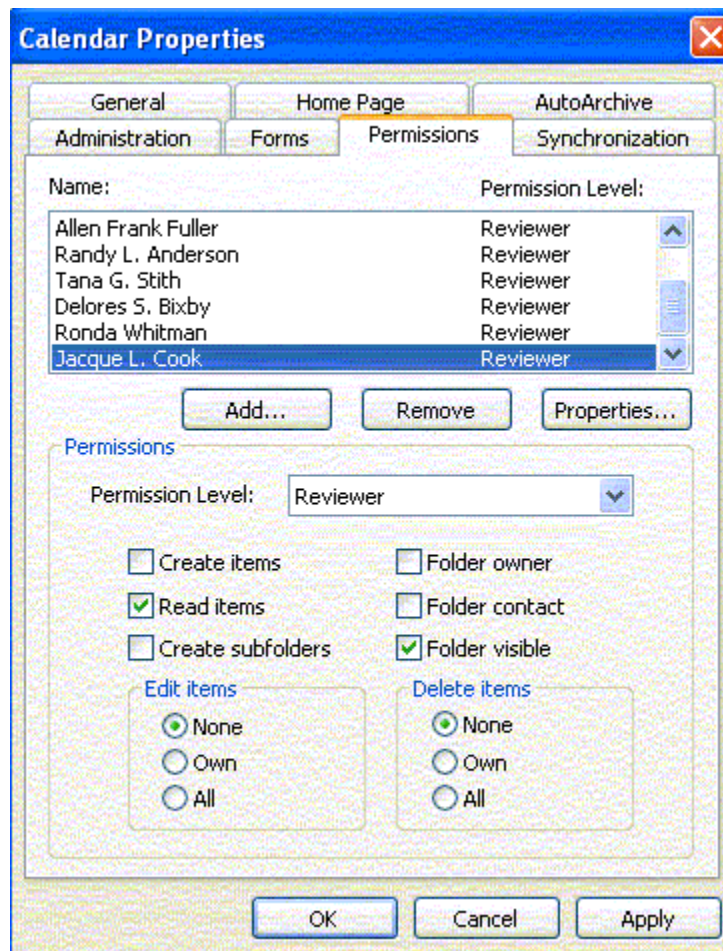


3. The *Catalog Properties* dialog box opens. Click the **Add** button. The *Add Users* dialog box displays with the Global Address List.
4. Type the **person's name** in the *Type name* field.
5. **Highlight** the name.
6. Click the **Add** button.



7. Click **OK**.

8. Set the **permissions**.



- a. Click the **Read items** box to allow the calendar to be *viewed* only.
 - b. Click the **Create items** box to allow *appointments* and *meetings* to be added.
 - c. Click the **Own** radio button in the *Delete items* section to allow items to be deleted.
9. Click **OK**.