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How to add a shared calendar

Steps to Share Calendars in Microsoft Outlook 2010

1. Open Outlook 2010
2. Click on Calendar
3. Right click the calendar to be shared, select Properties, then Permissions
4. Click Add, enter the person's name that you wish to share the calendar to, then click Add then OK

5. Define permissions for the user by setting Permission Level (Owner/Editor/Author/Reviewer), Click OK

6. On the computer used by the person needing to see the shared item, open Outlook 2010

then Open Shared Calendar

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8. Enter the name of the owner of the shared calendar, then click OK
9. The calendar will appear in the calendar view.

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Author: Tech Support

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