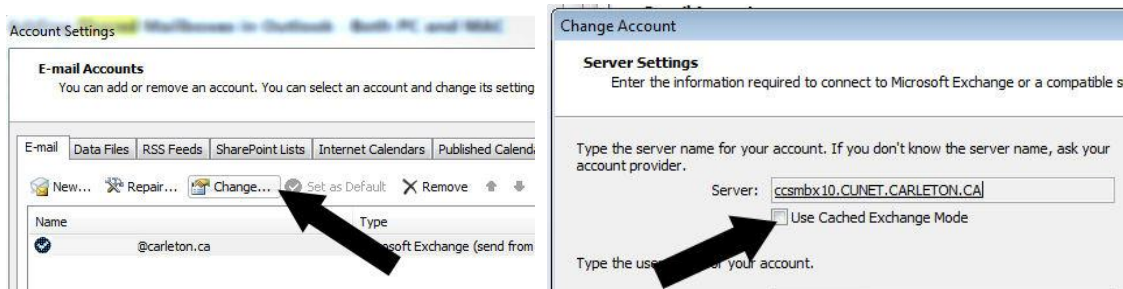


## Sharing Microsoft Outlook Calendars and Email Permissions

There are two methods to share your mailboxes and calendars with another user. The first is to simply give read-only access to your calendar for others to view whilst the second option is to grant a delegate user who can amend and create schedules etc. on your behalf.

To share calendars you need to have 'cached exchange mode' unticked. To do this in Outlook go to Tools=>Account Options (Office 2007) or File=>Account Settings=>Account Settings (Office 2010). This should then open up the Account Settings window.

Select your email account and then click on the 'change' button above it. Then in the 'Change Account' window make sure that 'Use Cached Exchange Mode' is unticked. Click Next and Finish. You will get a message saying you will need to restart Outlook for the changes to take effect. Restart Outlook then continue with the steps below.



### **Method 1: Share Outlook 2007 / 2010 Calendars**

In Microsoft Office Outlook 2007 or Outlook 2003, you can make your calendar visible to others and view others' calendars. To share your calendar with others:

1. In the Office Outlook 2007 navigation pane, click Calendar, and then click Share My Calendar in the left navigation pane.
2. In the sharing invitation message, in the 'To' box, do one of the following:
  - a. Type the name of the person with whom you want to share your calendar.
  - b. Click 'To' to select names from the Address Book.
3. To request a shared view of your recipient's calendar, select the Request permission to view recipient's Calendar check box (select if you need to see the recipient's calendar as well).
4. Click Send. In the Microsoft Office Outlook dialog box, click Yes.

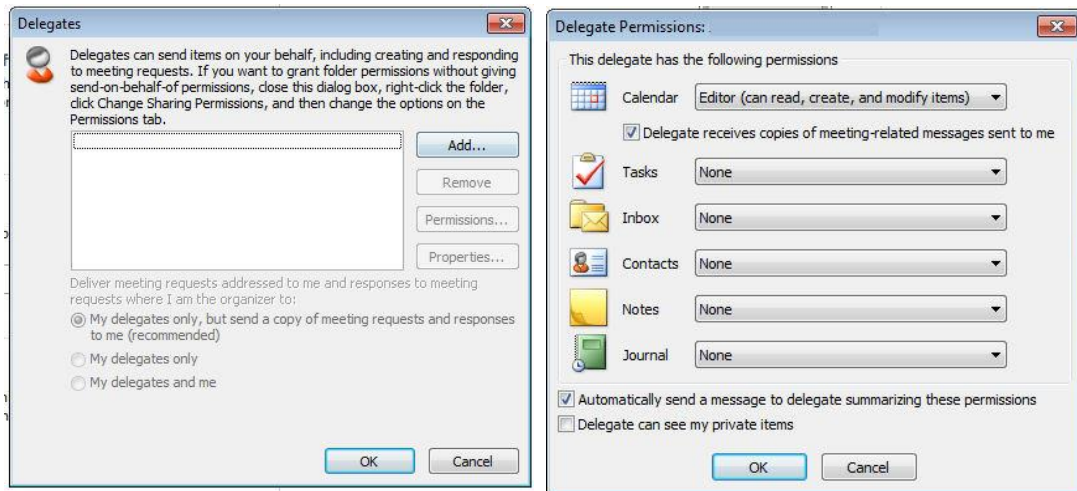
### **Method 2: Share your calendar by using Delegate Access**

Similar to having an assistant help you manage your incoming paper mail, you can use Microsoft Outlook to allow another person, known as a delegate, to receive and respond to meeting requests or responses and to send e-mail messages on your behalf. You can also grant additional permissions that allow your delegate to read, create, or have full control over items in your Exchange mailbox.

Note: For setting up Delegate access, both the delegate and yourself must use the same version of Office Outlook. If you cannot see the Global Address List in order to select the user to delegate then you might have 'Cached Exchange Mode' enabled (See the steps at the beginning of this guide to disable it).

1. On the Tools menu, click Options, and then click the Delegates tab (Office 2007) or click File=>Account Settings=>Delegate Access (Office 2010). Click Add.

2. In the Type name or select from list box, enter the name of the delegate to whom you want to grant permissions. You can also search for users via the Global Address list. To add multiple delegates simultaneously, hold down CTRL and click their names in the Name list. The permissions you select will apply to all of the delegates.



3. Click Add, click OK, and then click a type of permission for each Outlook folder to which you want the delegate to have access.
4. If you want your delegate to see items that you have marked private, select the Delegate can see my private items check box. Click on the 'Automatically send a message to delegate summarizing these permissions' checkbox.
5. Click OK to finish. Click OK again to return to your Outlook. Your delegate should now be emailed the instructions (automatically via Outlook) on how to see your calendar.