

# Sharing Calendars in Outlook 2003

Information in this handout copied from Microsoft's "Help" index.

## Topics in this handout

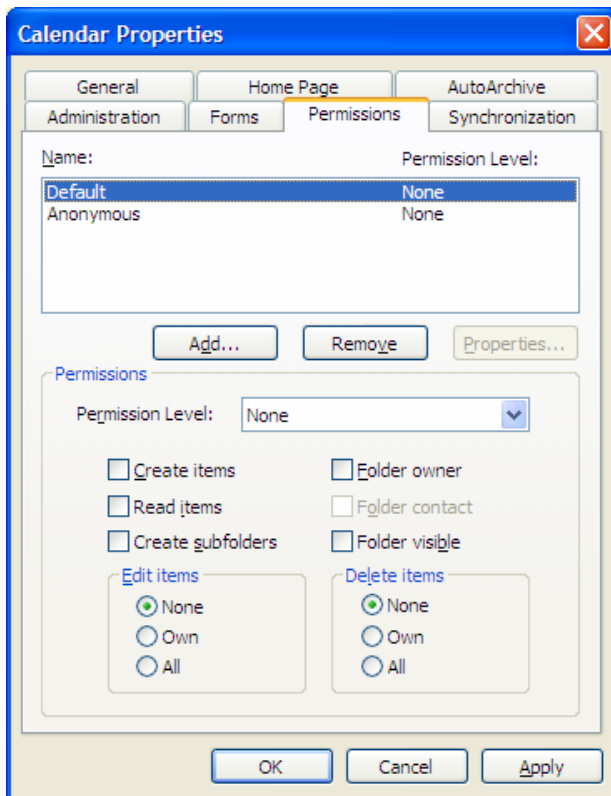
- Check current settings
- Set permissions to share your calendar
- Access a shared calendar

The default configuration in Extension's Exchange environment is to allow all Exchange users to see free/busy information, and no one to see details of calendar appointments. However, you may share more detailed calendar information with other users if you choose. In fact, you can even grant them the ability to modify your calendar if that is appropriate for your situation.

## CHECK CURRENT SETTINGS

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1. In the **Calendar** view, click on **Share my Calendar** (found in the left side Navigation Pane). The **Calendar Properties** dialog box opens.



2. Select the **Permissions** tab if not already selected.

The **Default** permission indicates permission levels automatically assigned to anyone you add. This can be customized by using the **Permission Levels** field in the **Permissions** section.

Use the **Anonymous** permission level to open your calendar to anyone using Exchange.

## SET PERMISSIONS TO SHARE YOUR CALENDAR

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1. In the **Calendar** view, click on **Share my Calendar** (found in the left side Navigation Pane). The **Calendar Properties** dialog box opens.
2. Select the **Permissions** tab if not already selected.
3. Click the **Add** button
4. Double-click the person to whom you wish to grant permission
5. Select **OK**
6. Choose an appropriate permission level from the drop-down menu
7. Select **OK** to save changes and close

### Permission Levels

Several built-in permission levels are available to help you grant role-based permissions. A table of the most commonly used roles is listed below. Keep in mind that even those who can view items on your calendar cannot view items marked as private.

Role	Rights Granted
Reviewer	Read items
Author	Read and Create items; Edit and Delete created items only
Editor	Read and Create items; Edit and Delete all items

**Tip** A **distribution list** is an e-mail address that reaches more than one person. If your company Exchange Server uses distribution lists, you can share your calendar with all the people on a list by sharing it with the list name. However, if you have created personal distribution lists in your Contacts folder, you cannot share your calendar with those people by sharing it with those list names, because the server does not know about them.

## ACCESS SHARED CALENDAR INFORMATION

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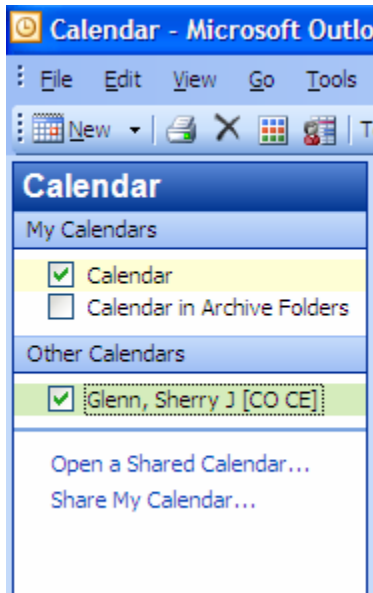
### Open Another User's Folder the First Time

1. In the **Calendar** view, click on **Open a Shared Calendar** (found in the left side Navigation Pane).
2. Enter the user's name, or choose the **Name...** button to locate the user
3. Select **OK**
4. The user's calendar is displayed alongside of your own

Additionally, calendars to which you have been granted permission will display appointment details when scheduling events or viewing group schedules. Keep in mind, however, that you will not be able to view items marked as private.

## Open Another User's Folder Repeatedly

After opening another user's folder once, Outlook will remember this and display their calendar in the calendar view left navigation pane under the *Other Calendars* heading.



Your calendars appear under the *My Calendars* heading. Simply check and uncheck boxes here to display different calendars.

If a calendar no longer appears in the list, follow the previous instructions to “Open Another User's Folder for the First Time”.