

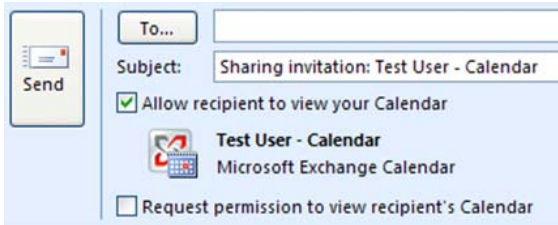


Sharing Calendars

In Outlook, you can choose to share your calendar with all users, or just with specific people.

To share your calendar with specific people:

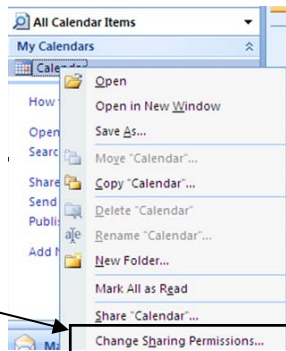
1. Click on the **Share My Calendar** link within the Calendar pane. [Share My Calendar...](#)
2. A box will appear which will give you the option to invite users to view your calendar.



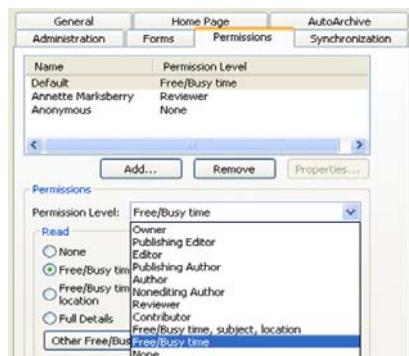
3. In the **TO** field, enter the email address of the person you are inviting to share your calendar.
4. You can also click on the **TO** button and select his/her name from the resulting list. Click OK.
5. Make sure that the **Allow recipient to view your Calendar** checkbox is checked.
6. If you would also like permission to view the recipient's calendar, click on the **Request permission to view recipient's calendar** checkbox.
7. You may change the subject line and add a message for the recipient if you wish.
8. Click **SEND**.
9. Review the confirmation dialog box, and then, if correct, click **Yes..**

To share your calendar with everyone:

1. In the Navigation Pane of the Calendar, right-click on **Calendar** button (under **My Calendar**).
2. Click **Change Sharing Permissions**.



3. On the **Permissions** tab, in the **Name** box, click **Default**.
4. Change the Permission Level as appropriate (see chart to the top right).
5. Click **OK**.



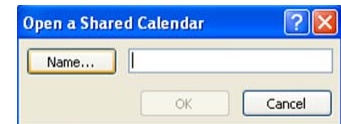
About Permission Levels

With this level:	You can:
Owner:	Create, read, modify, delete all items & files, create subfolders, & change permission levels.
Publishing Editor:	Create, read, modify, & delete all items & files, create subfolders.
Editor:	Create, read, modify, & delete all items & files.
Publishing Author:	Create & read items & files, create subfolders, modify & delete items & files that you create.
Author:	Create & read items & files, modify & delete items & files that you create.
Contributor:	Create items and files only. The contents of the folder do not appear. (Does not apply to delegates.)
Reviewer:	Read items & files only.
Custom:	Perform activities defined by the folder owner.
None:	No permission rights, cannot open the folder.

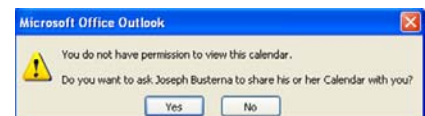
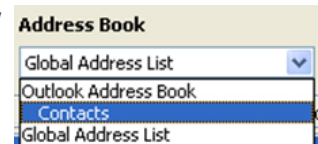
Accessing a Shared Calendar

To open a shared calendar for the first time:

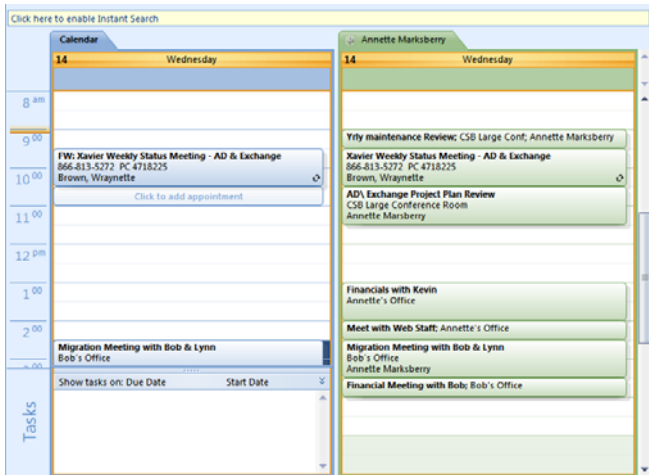
1. Click on the **Open a Shared Calendar** link in the list on the Calendar Navigation pane. [Open a Shared Calendar...](#)
2. A dialog box will appear. **Enter** or **search** for the name of the person whose calendar you want to share.
3. Click on the **Name** button to search from an Address Book.



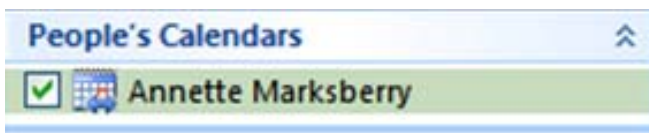
4. By default, Outlook will display the names from your Global Address List. However, you can change the address book being searched by clicking on the drop-down arrow at the right side of the Address Book field.
5. Select a **different address book** from the list if necessary.
6. Select the desired name from the address list and click **OK**.
7. If the user you have selected has not granted you permission to access his or her calendar, you will see the following message:



8. If you click **Yes**, a sharing request e-mail message opens automatically.
9. If you do have access to the shared Calendar you selected from the list you will see the name you selected in the **Open a Shared Calendar** box.
10. Click **OK** and the Calendar will be displayed next to yours.



After you access a shared Calendar for the first time, the Calendar is added to the **Navigation Pane** under **"People's Calendars"**.



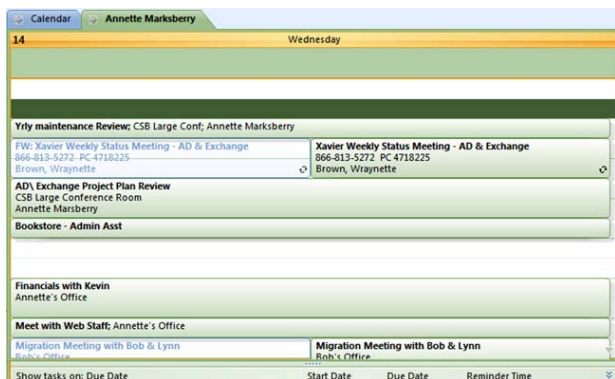
The next time you want to view the shared Calendar, you can click it directly from there. You can indicate whether or not you want to display other calendars by selecting or unselecting the checkbox next to each person's name.

Meeting Requests on Behalf of Another

To create meeting requests on behalf of another person:

1. Open the other person's calendar by going to **Calendar view**, and clicking on that person's name under the **People's Calendar** heading on the **Navigation Pane**.

2. Click on the **arrow key** in the top left-hand corner of the other calendar to overlay that calendar over yours.



3. Choose to **File > New > Meeting Request**.
4. In the **To** box, type the names of the attendees, or click **To** to select from a list.
5. In the **Subject** box, enter the subject of the meeting.
6. In the **Location** box, enter the location of the meeting.

7. Enter the **start** and **end** times for the meeting in the **Start** and **End** boxes.
8. Select other options that you want.
9. Click **Send**.

Delegating Outlook Access

Another way to work with another person's Outlook folders is using **Delegate Access**. This feature allows another person, known as a delegate, to receive and respond to meeting requests or responses and to send e-mail messages on someone's behalf. You can also grant additional permissions that allow a delegate to read, create, or have full control over items in another user's Outlook mailbox.

Delegate access is most commonly used between a manager and his or her assistant, where the assistant (the delegate) is responsible for processing the manager's incoming meeting requests or e-mail messages and coordinating the manager's schedule.

NOTE: In order for delegate access to work:

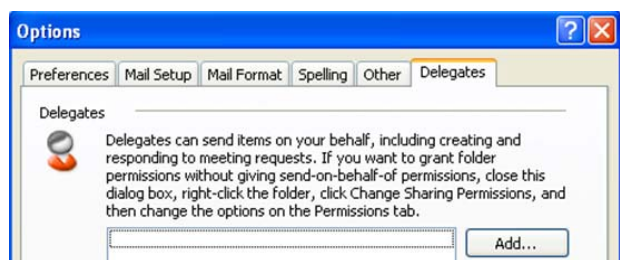
- Incoming mail must be delivered to the manager's mailbox on the Exchange server, not to a Personal Folder file (.pst) on his or her computer.
- The manager and the delegate must be using the same version of Outlook.

A delegate automatically receives **Send on Behalf** permissions. This enables the delegate to perform the following functions:

- Respond to a meeting request sent to the manager.
- Receive meeting request responses sent to the manager.
- Compose and send email messages that will display "Delegate Name on behalf of Manager Name" in the **From** field of the email.

By default, a delegate can read only the meeting requests and responses sent to the manager. The delegate does not have access to read any other messages in the manager's **Inbox**.

1. To set a user up as a delegate:
2. On the **Tools** menu, click **Options**.
3. Click the **Delegates** tab, and then click **Add**.



4. Type the name of the person whom you want to designate as your delegate, or search for and then click the name in the search results list.
5. Click **Add**, and then click **OK**.
6. The **Delegate Permissions** dialog box will appear.

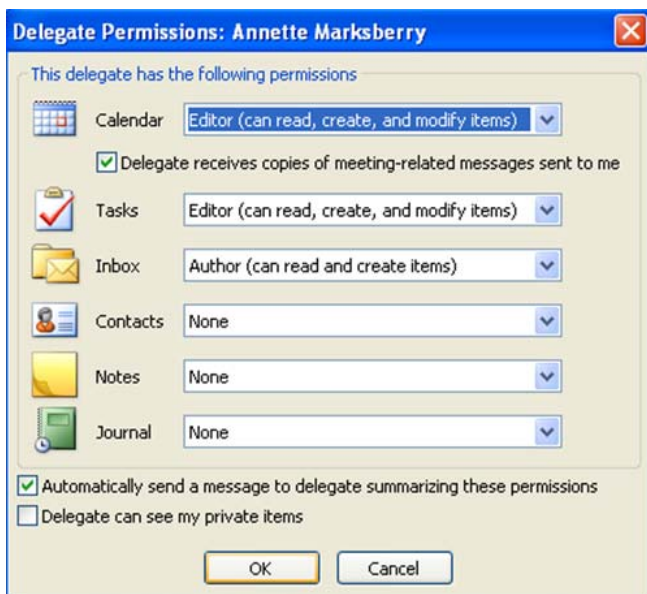


In the Delegate Permissions dialog box, you can accept the default permission settings or select custom access levels for Exchange folders.

If a delegate needs permission to work with meeting requests and responses only, the default permission settings, including Delegate receives copies of meeting-related messages sent to me, is sufficient. You can leave the Inbox permission setting at None. Meeting requests and responses will go directly to the delegate's Inbox.

Note: By default, the delegate is granted Editor (can read, create, and modify items) permission to the manager's Calendar folder, because after the delegate responds to the meeting on the manager's behalf, the meeting is automatically added to the manager's Calendar folder.

7. Select the desired permissions from the drop-down lists.
8. To send a message to notify the delegate of the changed permissions, select the **Automatically send a message to delegate summarizing these permissions** check box.
9. If you want, select the **Delegate can see my private items** check box.



9. Click OK to confirm the changes.

Sending Messages on Behalf of Another

Once a manager sets someone up as a delegate for his or her emails, the delegate can create and reply to emails on behalf of that manager. First, the delegate must **open the manager's Inbox**. There are two ways to do this:

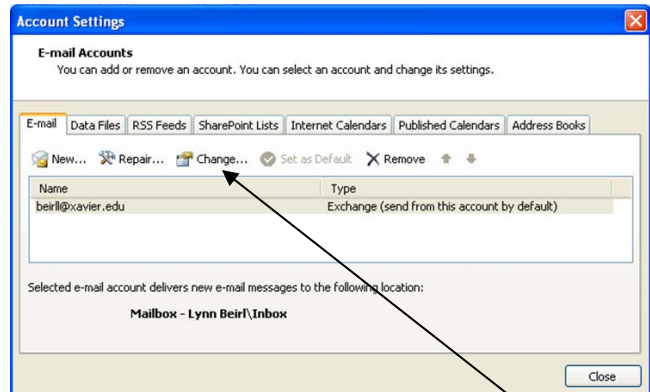
METHOD 1 (a quick method):

1. On the File menu, point to **Open**, and then click **Other User's Folder**.

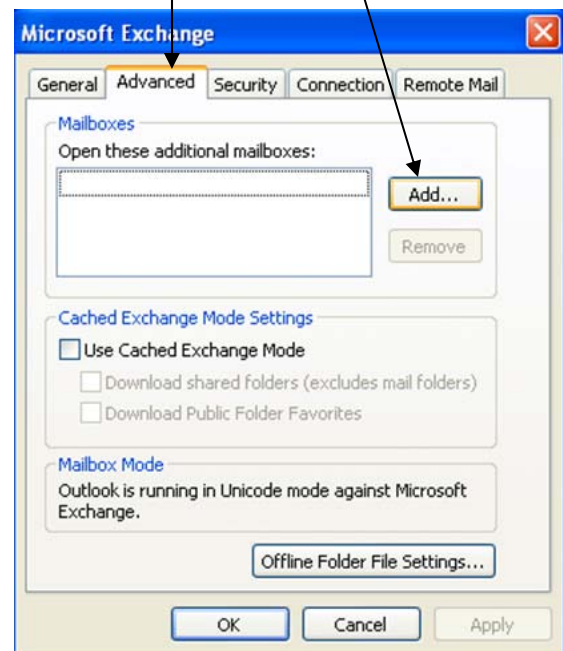
2. Type the name of the person you are sending the message on behalf of, or click **Name** to select the name from the **Global Address List**.
3. Click **OK**.

METHOD 1 (better for frequent use):

1. On the **Tools** menu, click **Account Settings**.
2. The Account Settings dialog box will appear.



3. On the **E-mail** tab, click the Exchange account, and then click **Change**.
4. The **Change Email Account** dialog box will appear.
5. Click **More Settings**.
6. The **Microsoft Exchange** dialog box will appear.
7. Click the **Advanced** Tab. Click the **Add** button.



8. In the **Add Mailbox** dialog box, type the name of the other mailbox, and then click **OK**.
9. **Restart Outlook**.
10. In the **Navigation Pane**, select the other person's Inbox folder.



Now that the delegate has access to the manager's Inbox, the delegate can create or respond to email messages on the manager's behalf.

To create an email message:

1. On the **File** menu, point to **New**, and then click **Mail Message**.
2. In the **From** box, type the name of the person you are sending the message on behalf of. To select the name from a list in the Address Book, click **From**.
3. If you do not see the From button and box, on the Options tab, in the Fields group, click Show From.
4. Add recipients, a subject, and the contents of the message as you normally do. Click **Send**.

To respond to an email message:

1. Select the message that you want to reply to on behalf of your manager.
2. On the Standard toolbar, click **Reply**. If you have opened the message, on the **Message** tab, in the Respond group, click **Reply**, **Reply to All**, or **Forward**. A new message window opens.
3. In the **From** box, type your manager's name. To select the name from a list in the Address Book, click **From**.
4. Add recipients, a subject, and the contents of the message as you normally do. Click **Send**.

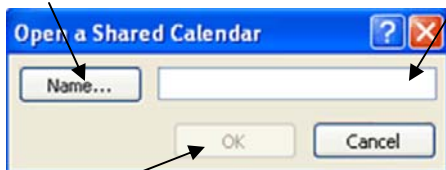
Managing Multiple Calendars

Once you have access to the calendar that you need to manage, you can open the calendar:

1. In **Calendar**, click **Open a Shared Calendar**.

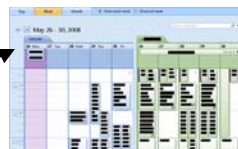
Open a Shared Calendar...

2. A dialog box will appear. Type a name in the **Name** box, or click **Name** to select a name from the Address Book.



3. Click **OK**.

4. The shared Calendar appears next to any calendar that is already in the view.



5. After you access a shared Calendar for the first time, the Calendar is added to the Navigation Pane. The next time you want to view the shared Calendar, you can click it in the Navigation Pane.
6. To remove a calendar from the **Other Calendars** list, right-click the calendar, and then click **Remove from Other Calendars**.