How to Share your Calendar

You may pause this tutorial by clicking the pause and resume buttons. You may also click the track buttons to advance forward and backward.

For more information about the ECS project and to provide your feedback, please contact ecstrain@uvic.ca.
To provide users with the ability to view your calendar information you can share your calendar with specific permissions that ensure the privacy of your meetings and, if selected, allow others to edit items on your calendar and schedule meetings on your behalf.

Outlook provides two distinct ways to share your calendar and allow editor level access to your calendar. For details on Calendar delegation, please see the “How to Delegate your Calendar” tutorial.

So what's the difference between delegating a calendar and sharing one?

At first glance the Share My Calendar link on the calendar’s task pad and the Delegation Wizard (available through Tools -> Options) achieve the same result of sharing calendar information and allowing others to edit items in your calendar. However, when you delegate a calendar you allow someone else to fully manage your calendar on your behalf. You may even elect to never be informed of any new meeting requests and updates.

When sharing your calendar with Editor permissions you allow someone to create new meetings and make changes to your calendar on your behalf, but that person will not receive any meeting related emails. Any updates, cancellations, requests and other message-based calendar items will not be received by this person.
1. On your calendar’s Task Pane click on the link titled **Share My Calendar**.
How to Share your Calendar

Outlook 2007

2. Click on the To... button to access the Global Address List or type the person’s name as it appears in your Outlook Contacts folder.

3. You will see that the Allow recipient to view your Calendar box has already been selected. If you would also like to request permission to view the recipient’s calendar, click on the box provided.

4. You can also include a personal message in the invitation window if you wish. Click Send when you are finished.

Sharing with Outlook 2007 Users

Note: For details on using the Global Address List, please see the “How to use the Global Address List” tutorial.
Sharing an Outlook 2007 Calendar with an Outlook 2003 user requires the refinement of permissions.

By default a Sharing Invitation from an Outlook 2007 user to another Outlook 2007 user is automatically sent with Reviewer permission only.

5. To share an Outlook 2007 folder with an Outlook 2003 user, open the Calendar Properties dialog box by right-clicking on the Calendar you wish to share and click on Properties.
6. In the Calendar Properties dialog box click on the Permissions tab (if not already selected) and click on the Add button.

7. Type the name in the search field to locate it and then highlight the desired name in the list provided. Click on Add and OK when you are finished.
Sharing with Outlook 2003 Users

8. Click to highlight the name in the list and then select the appropriate Permission Level from the drop down list provided.

**Note:**

Typically the permission you assign will be either Reviewer, Author or Editor.

For full details on the various Permission Levels, see page 8 of this tutorial.
9. You can manually make further refinements to the level of permission you have chosen under Read, Write, Delete Items and Other. You will see that for the Reviewer level, the Read default shows Full Details.

10. When you are finished click Apply and repeat steps 6 to 9 to add other users, or click OK to finish.
### Permission Level Descriptions

<table>
<thead>
<tr>
<th>Role</th>
<th>Permissions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Owner</strong></td>
<td>Create, read, modify, and delete all items and files, and create subfolders. As the folder owner, you can change the permission levels that other people have for the folder. (Does not apply to delegates.)</td>
</tr>
<tr>
<td><strong>Publishing Editor</strong></td>
<td>Create, read, modify, and delete all items and files, and create subfolders. (Does not apply to delegates.)</td>
</tr>
<tr>
<td><strong>Editor</strong></td>
<td>Create, read, modify, and delete all items and files.</td>
</tr>
<tr>
<td><strong>Publishing Author</strong></td>
<td>Create and read items and files, create subfolders, and modify and delete items and files that you create. (Does not apply to delegates.)</td>
</tr>
<tr>
<td><strong>Author</strong></td>
<td>Create and read items and files, and modify and delete items and files that you create.</td>
</tr>
<tr>
<td><strong>Contributor</strong></td>
<td>Create items and files only. The contents of the folder do not appear. (Does not apply to delegates.)</td>
</tr>
<tr>
<td><strong>Reviewer</strong></td>
<td>Read items and files only.</td>
</tr>
<tr>
<td><strong>Custom</strong></td>
<td>Perform activities defined by the folder owner. (Does not apply to delegates.) You can create custom permissions by selecting the appropriate check boxes and options under Permissions.</td>
</tr>
<tr>
<td><strong>None</strong></td>
<td>You have no permission. You cannot open the folder.</td>
</tr>
</tbody>
</table>
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