



COMPUTER TIPS AND TRICKS

Productivity Tip

Did you ever really need to share your Outlook Calendar with someone but just didn't know how?

Sharing your default Calendar folder with specific people

The default **Calendar** folder in Outlook is created in each Outlook profile. This folder cannot be renamed or deleted.

1. In **Calendar**, in the Navigation Pane, click **Share My Calendar**.

NOTE If you are using the Navigation Pane in **Minimized** view, in the Navigation Pane, click **Navigation Pane**, and then click **Share My Calendar**.

Enter the name of the person that you want to grant access to view your calendar.

Type a subject for your e-mail message.

Click this check box to grant the recipient permission to view your calendar.

Click this check box to specify that you want to ask the recipient to share his or her calendar with you. This is optional.

2. In the **To** box, enter the name of the recipient for the sharing invitation message.
3. In the **Subject** box, type a subject for the e-mail message.
4. In addition, you can request permissions to view the recipient's default **Calendar** folder. To do so, select the **Request permission to view recipient's Calendar** check box.

NOTE If you want to request access to a calendar folder other than the default **Calendar** folder, you must send an e-mail message to the person for which you need to share and ask for permission to that particular folder. The instructions above requests access to the recipient's default **Calendar** folder only.
