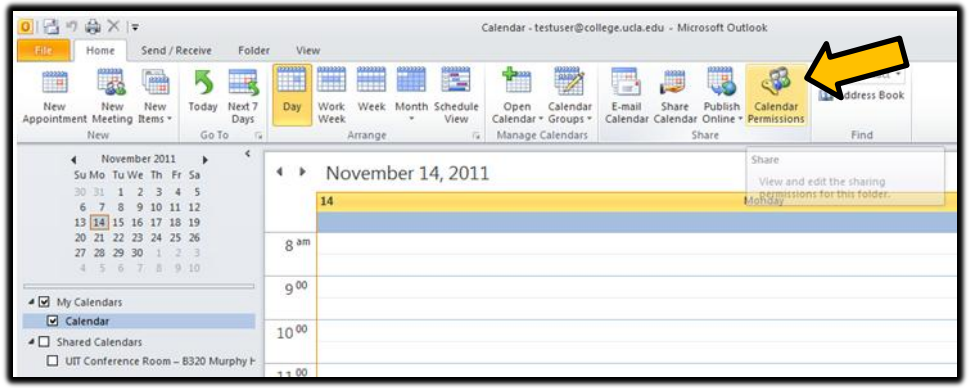
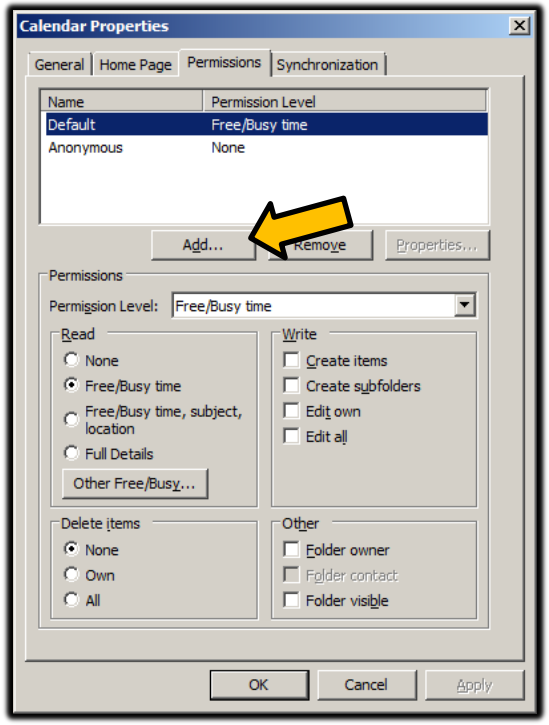
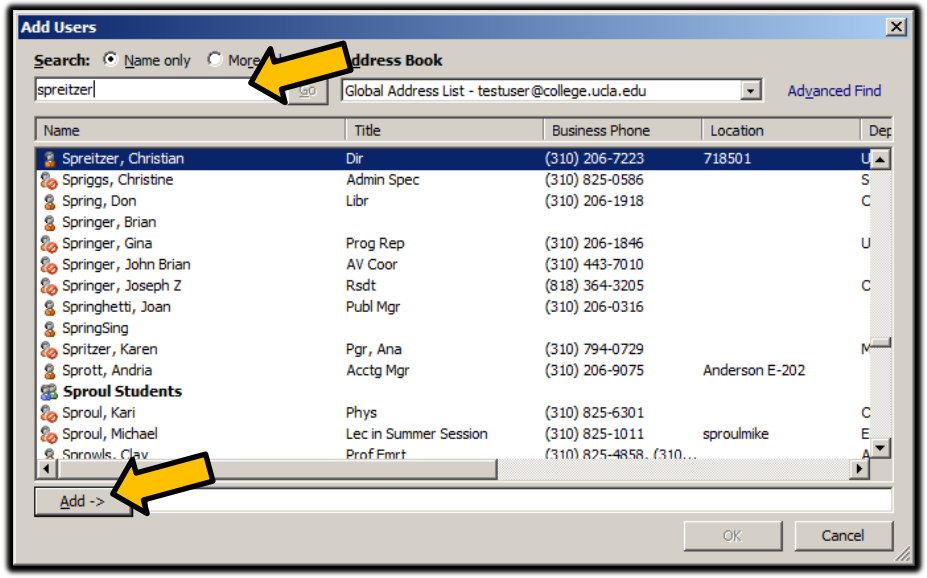
How To Share Your Calendar With Others



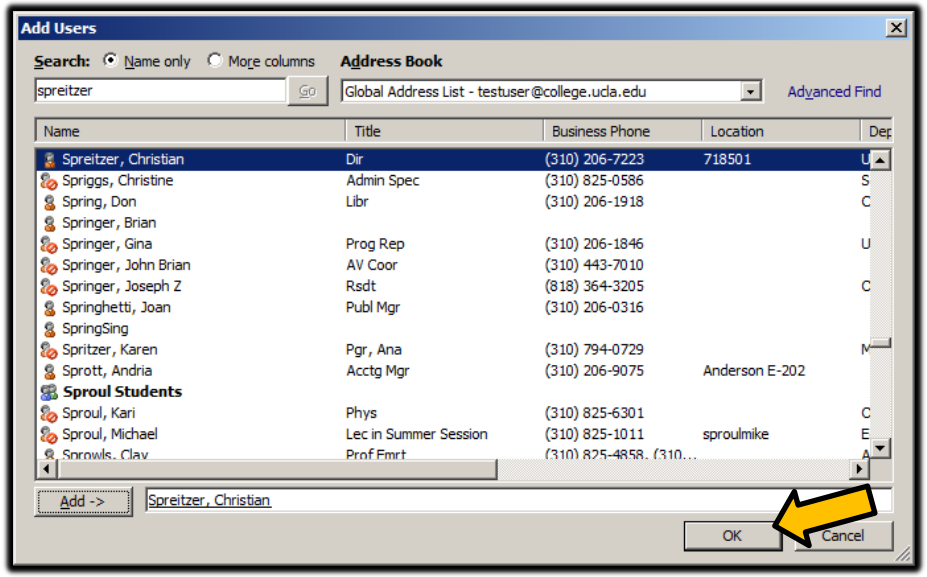
In the Calendar window, click on 'Calendar Permissions'.



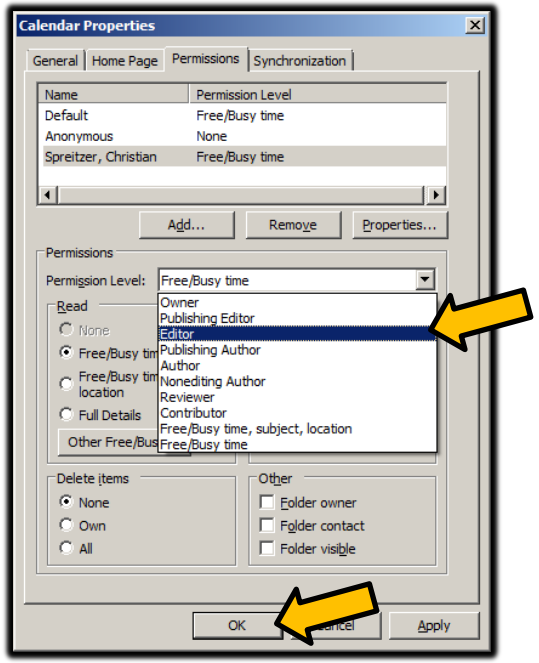
In the Calendar Properties box, click on 'Add'.



Type in the user's name (or scroll through the Global Address List) and click on the 'Add' button.

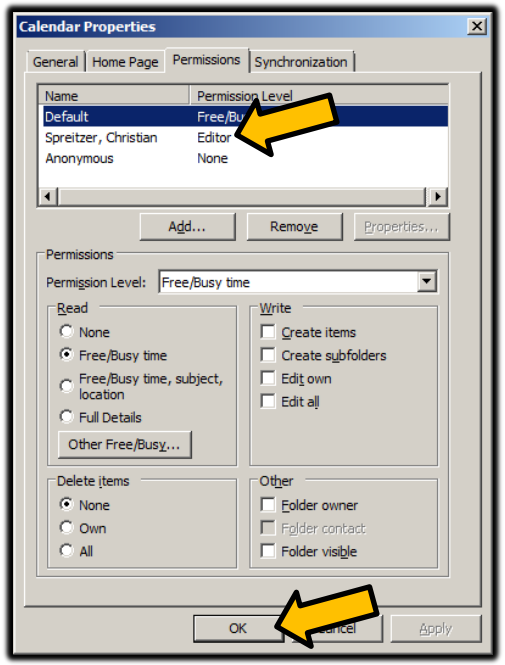


Add additional users, or click 'OK'.

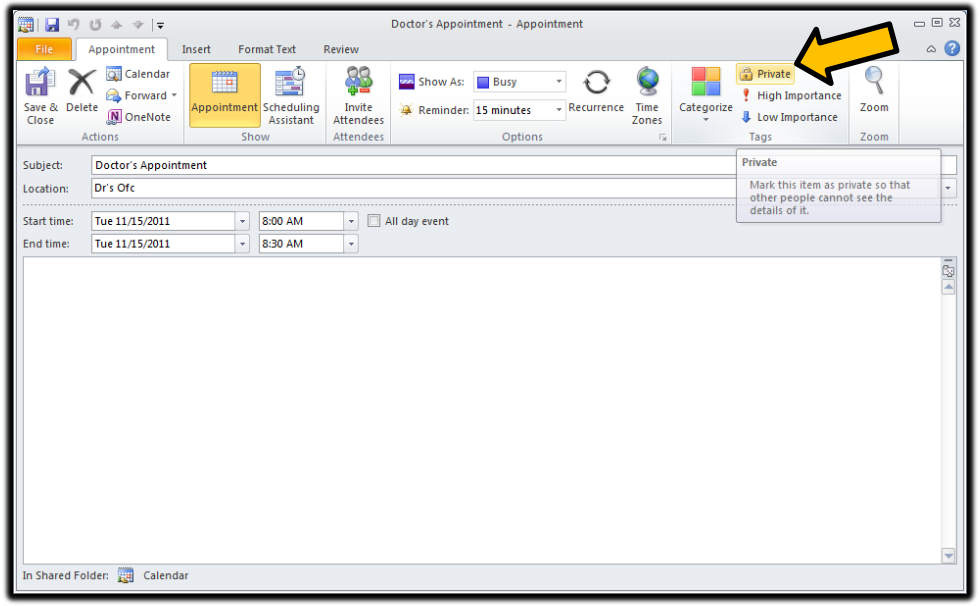


When you first add a user, you MUST select a "Permission Level" from the drop down menu. The default level is set to "Free/Busy Time".

Click 'OK' when you are finished.



The user will now appear with the current Permission Level. Click 'OK' to exit.



If you share your calendar, you may want to prevent others from seeing the details of an item. To do this, click on the "Private" button in the appointment details screen.