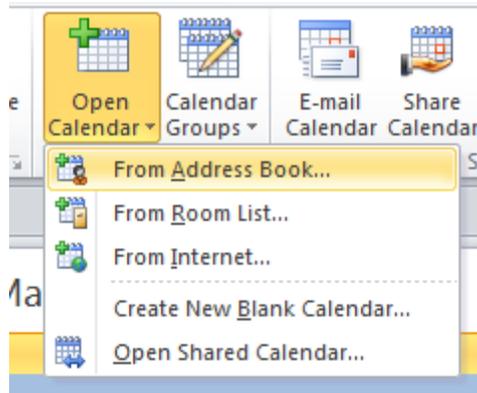


Click on “Calendar” in Outlook for Windows

Choose the “Open Calendar”, “From Address Book...”



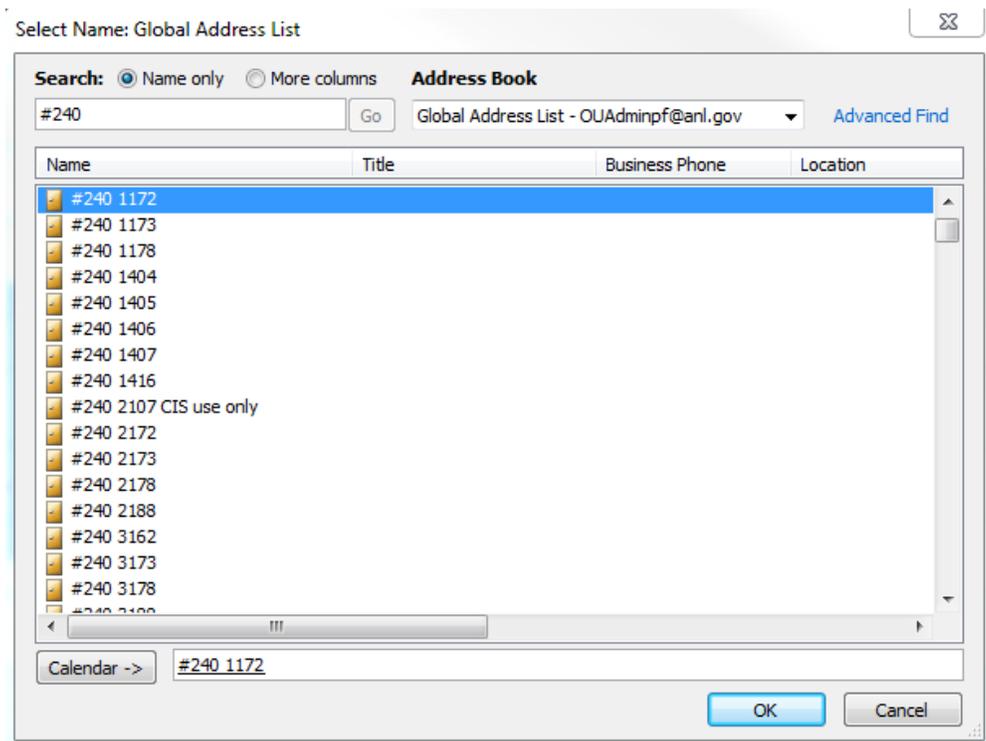
Search for the Calendar you are looking for.

Double Click the name of the Calendar in the list

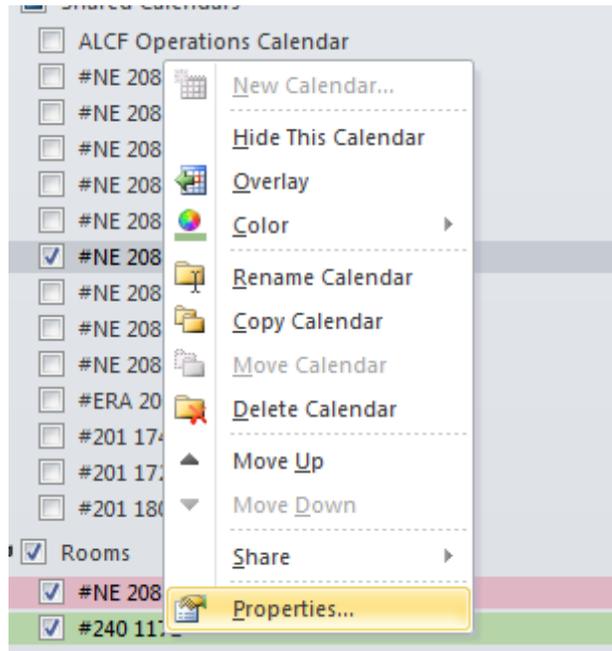
Once the name appears at the bottom line.

Where it says “**Calendar ->**” **Click “OK”**

(You can connect to multiple Calendars at once by clicking on the next one in the list you want to add and it will appear adjacent to those you have already added in the “**Calendar ->**” field



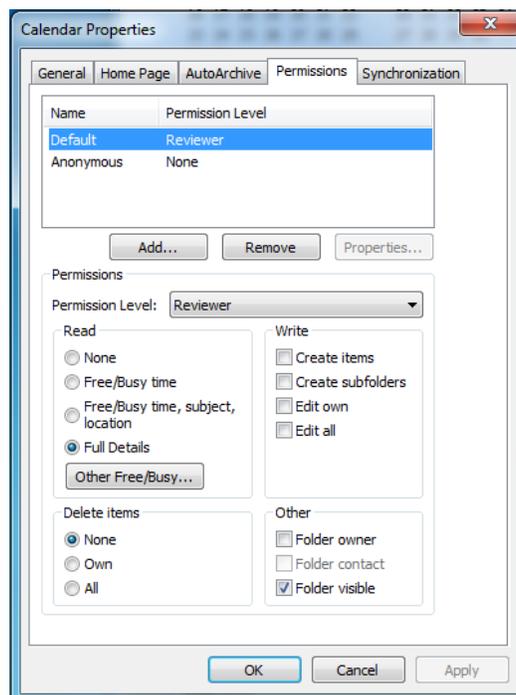
Once the calendars are added they will show up on the left panel. **Right Click** on the Calendar you want to give rights to and **Choose “Properties”**



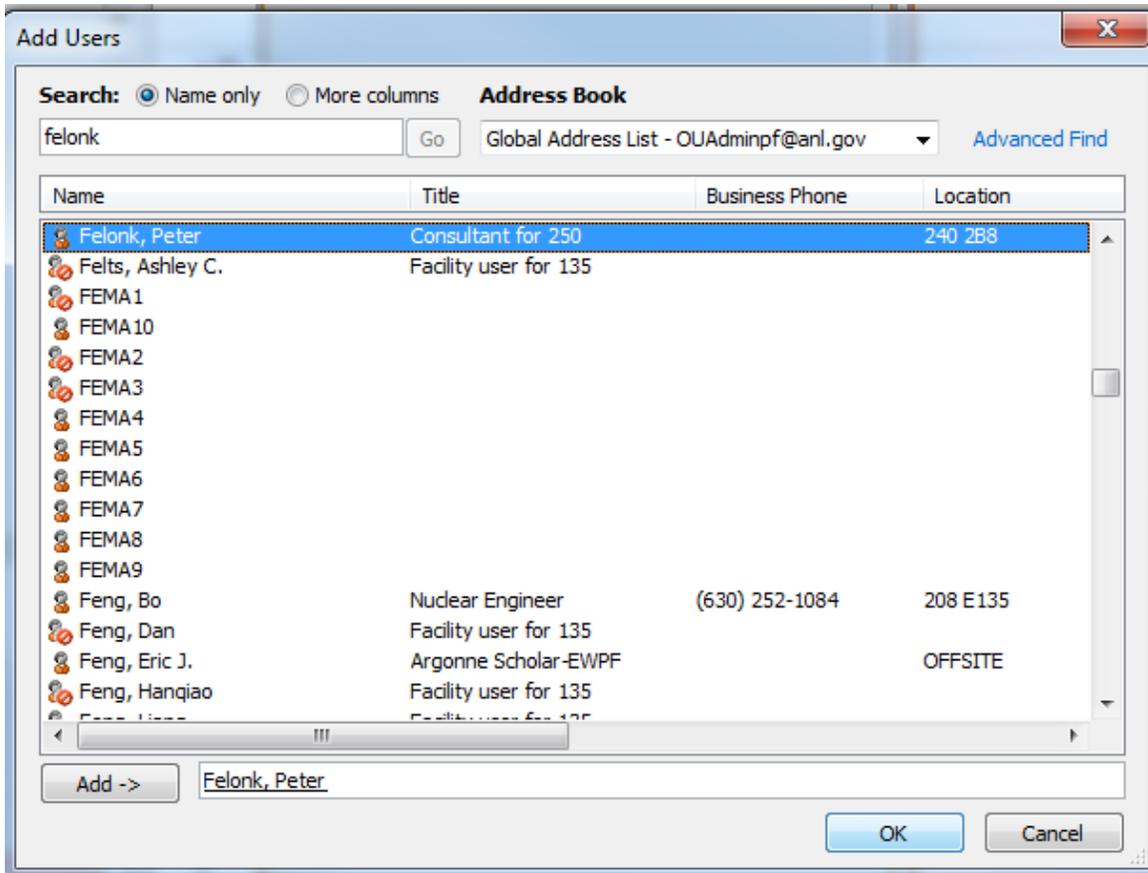
In the Calendar Properties page you can “Add” and “Remove” people.

This is where you can give them appropriate rights to that Calendar.

(Do Not Change Anonymous or Default)



Clicking "Add" ... will open up the Add Users Window where you can select people who need access to the calendar. You can add more than one person at a time just like adding multiple calendars. As you **Double Click** each name they will populate the "**Add ->**" field.



Once Added you will be back at the Calendar Properties page where you can delegate rights appropriately.

