

Sharing your Calendar via Outlook 2010 for Windows

8/12/13

The following document outlines the method for sharing your calendar with other Exchange users on the Argonne Exchange Email server.

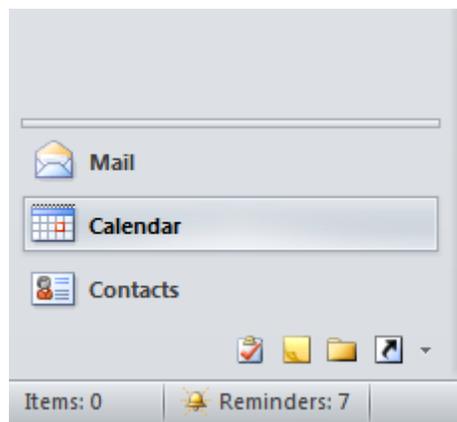
NOTE: This will not enable calendar sharing for users on mail servers other than Exchange (Such as Zimbra) or on mail servers outside of Argonne. To share your calendar with users on different mail servers, please reference the document:

https://wiki.inside.anl.gov/wiki_inside/images/6/66/Publishing_your_Outlook_calendar_to_the_Internet.pdf

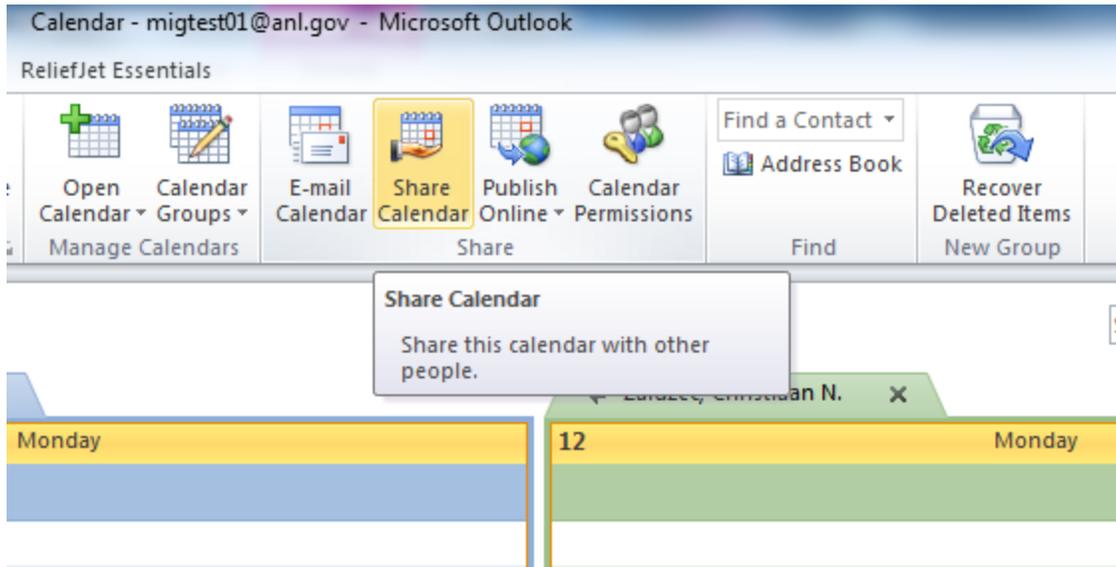
NOTE: This is for view only rights. This will not permit users to make changes to your calendar. If you would like to permit a user to make changes to your calendar, you must assign them delegate rights. This can be achieved through Outlook for Windows and by referencing this document:

https://wiki.inside.anl.gov/wiki_inside/images/8/8e/Add_or_Remove_Delegate_access_through_Outlook_2010_for_Windows.pdf

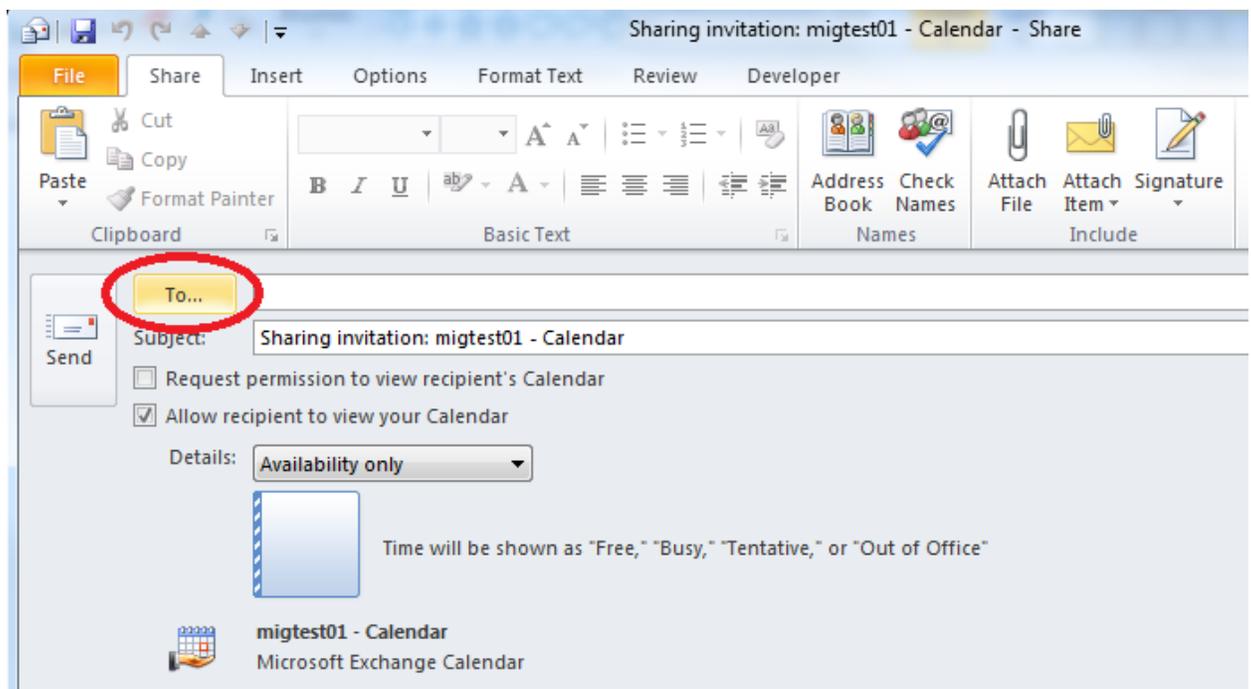
1. Open Outlook for Windows and click the “Calendar” icon at the bottom left hand corner of the screen.



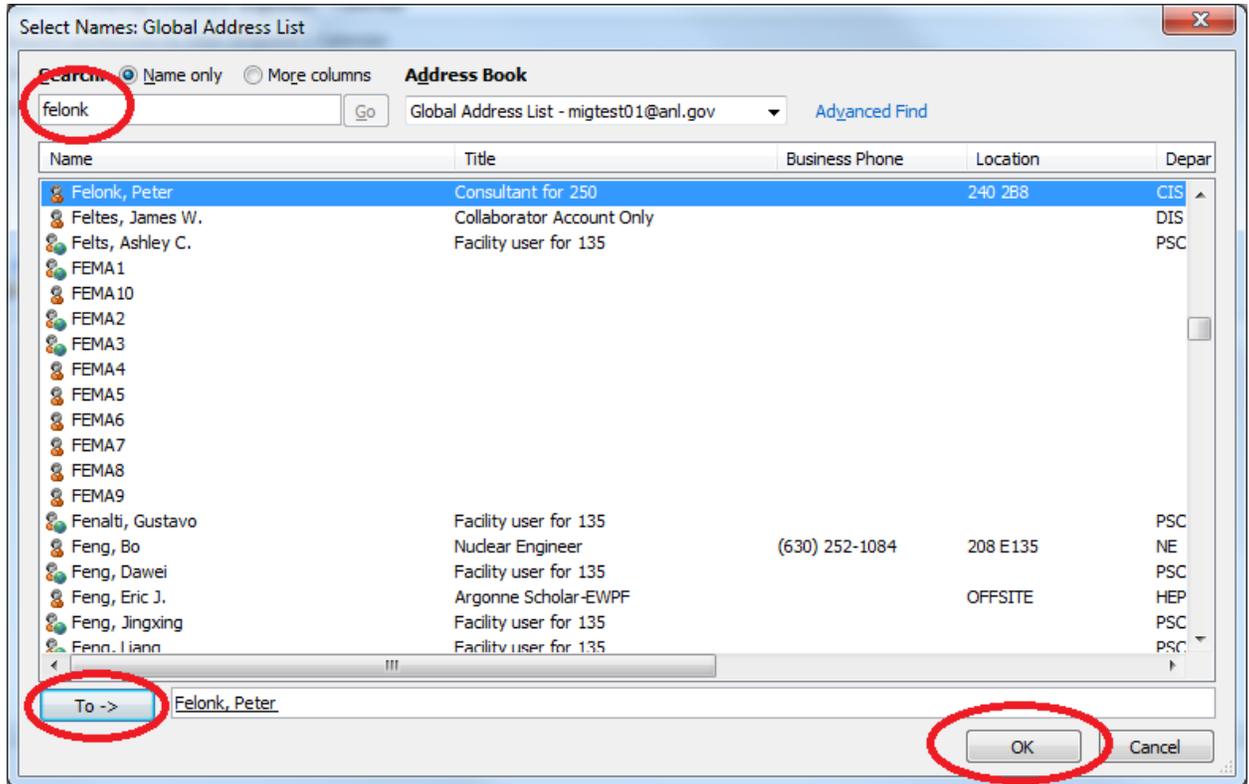
- At the Top of the Outlook window, click the “Share Calendar” button



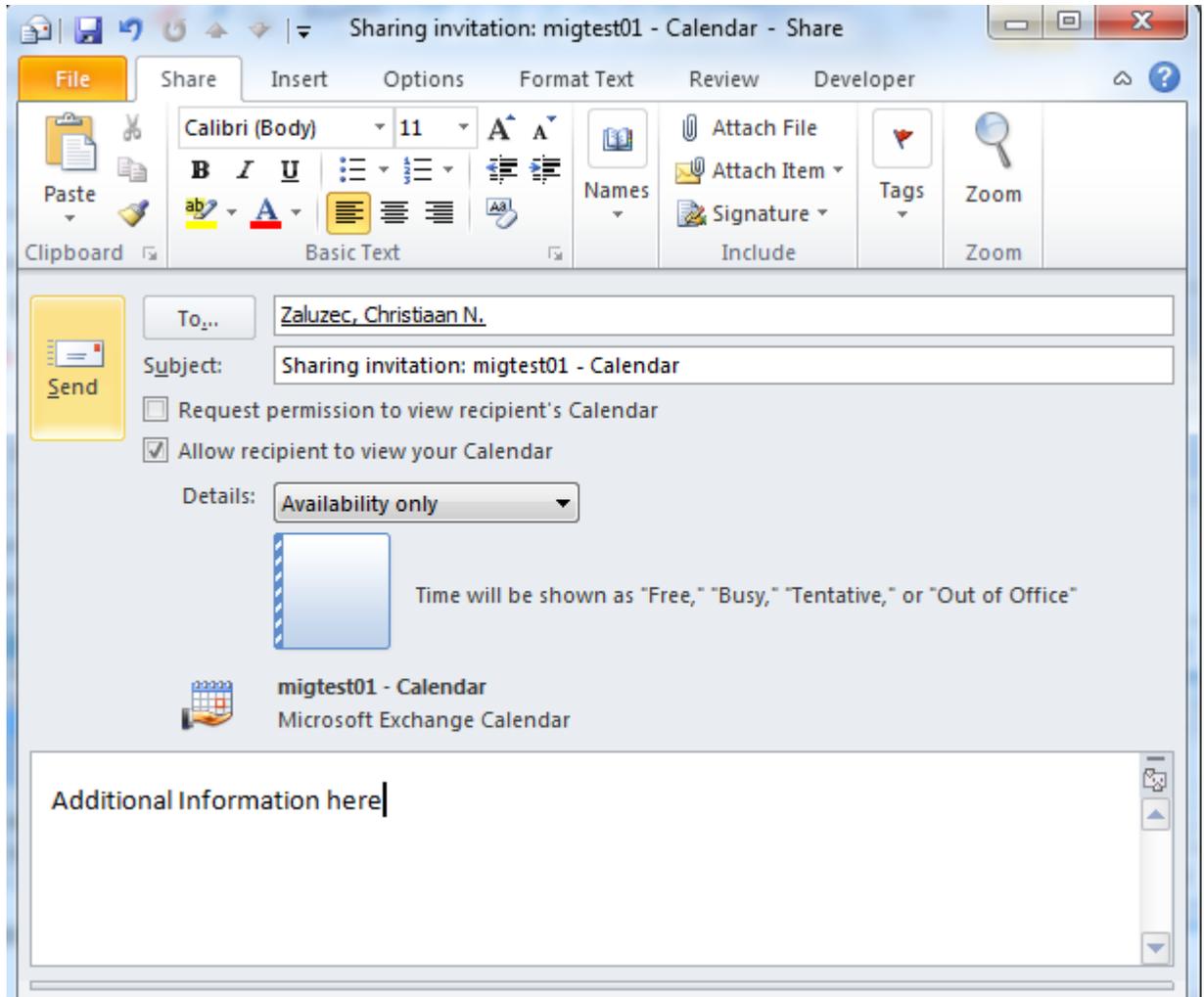
- In the resulting window, click the “To...” button to bring up the address book.



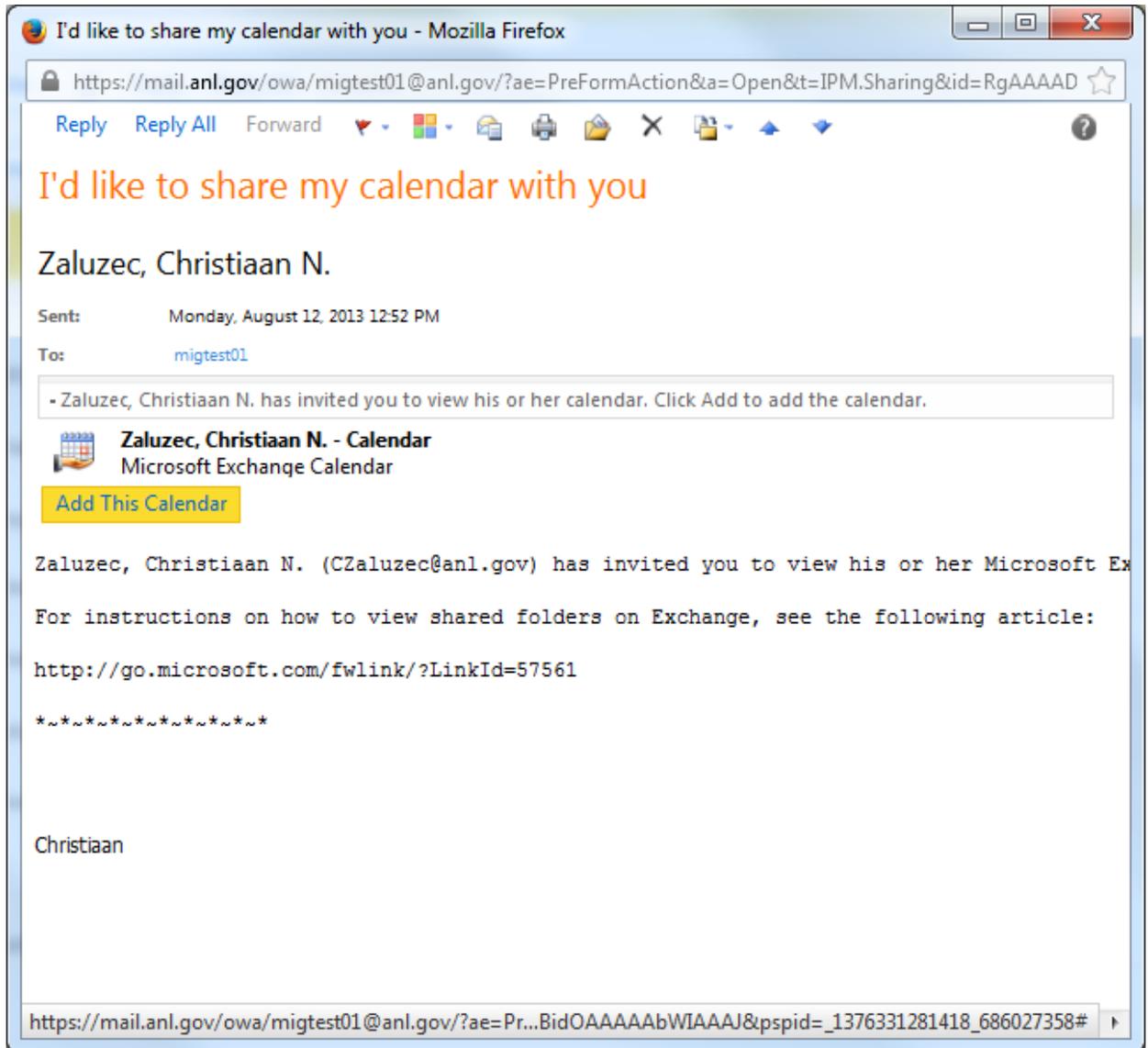
4. Search for the user with whom you would like to share your calendar by typing their name in the search field. Highlight the appropriate name in the address list, and click the “To→” button to add them to the invitation email. You can repeat this process to add multiple users to the invite. Click Ok when you have finished adding all desired invitees



5. Choose the level of appointment detail that you would like the user to be able to see. You can also enter additional text, and request that they share their calendar with you as well. Click the Send button when finished to send the invite.



- The addressees will receive an email inviting them to add your calendar to their calendar view. They can add your calendar to Outlook or Outlook Web App by clicking the “Add this Calendar” link within the email.



7. Your calendar will now appear in their "Shared Calendar" list in Outlook Web App and Outlook 2010 for Windows.

