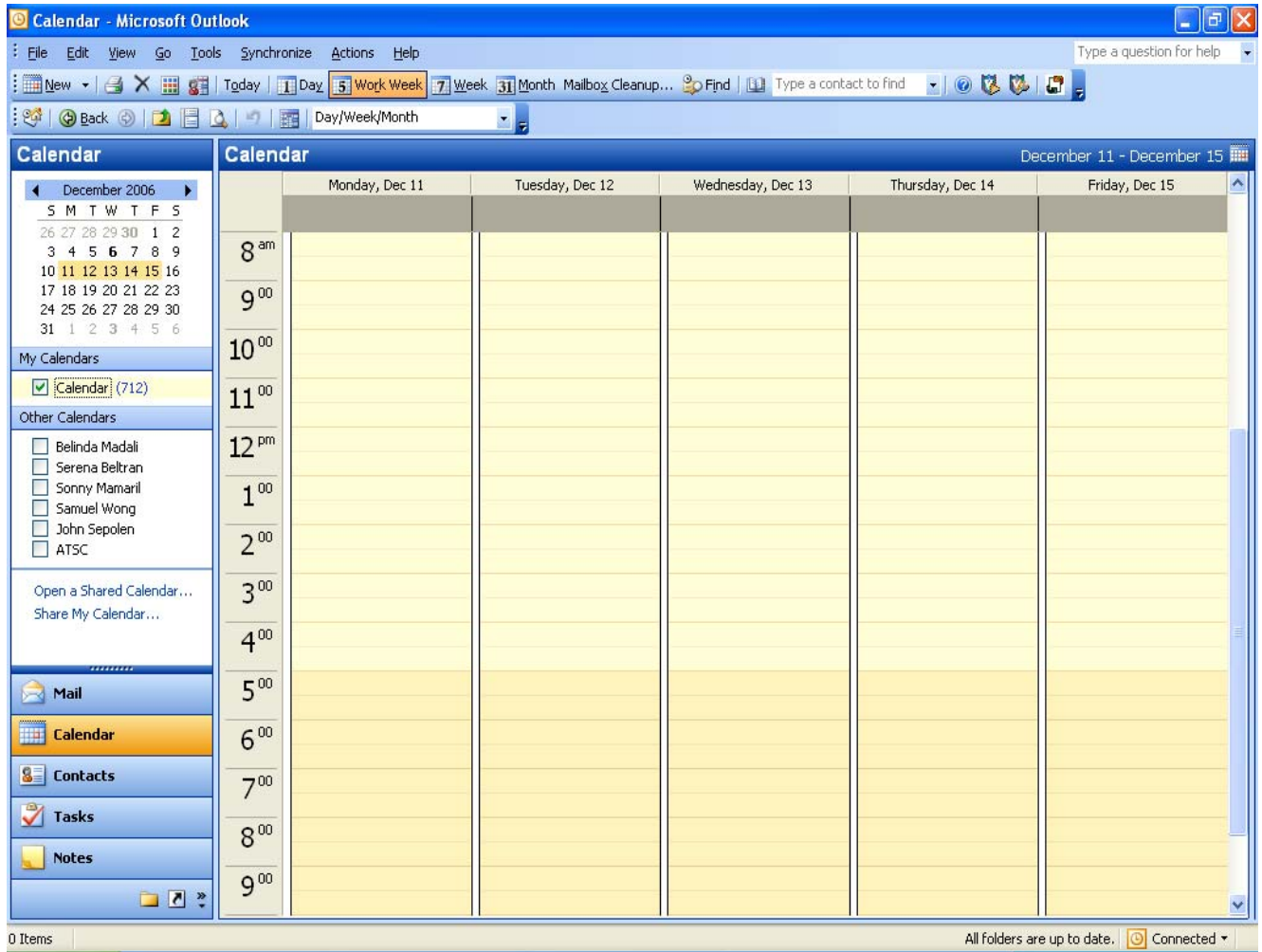


## Calendar Sharing in ISC Exchange 2007

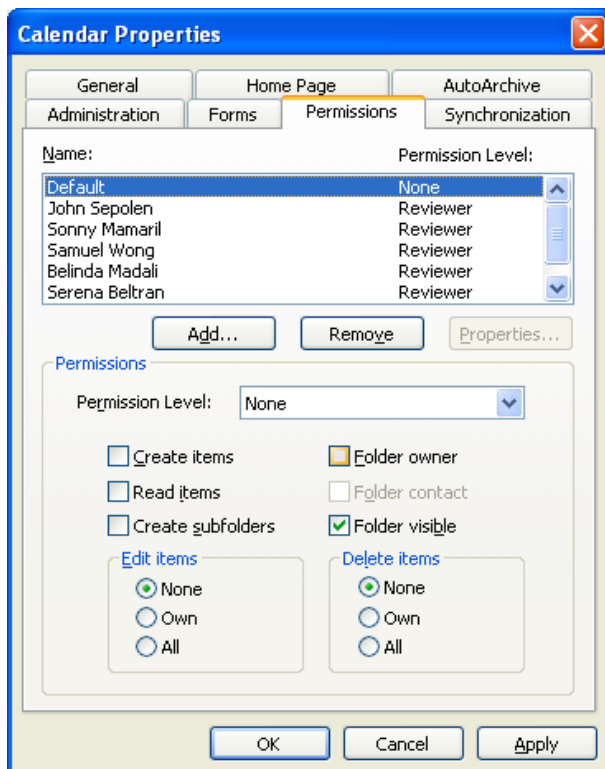
Once your Exchange account has been setup, you can take advantage of sharing your calendars with other staff and faculty on campus. This guide will walk you through the steps to share your calendar with others. You can also see the guide on How to View Shared Calendars to connect to others' calendars.

1. Open Microsoft Office Outlook 2003. Click on 'Calendar' on the left side of the window, towards the bottom. You will be in the Calendar window of Outlook:



**NOTE:** If “Share My Calendar” doesn’t appear, check to see if “Connected” appears in the lower right side of Outlook client window. If the Outlook client displays “Offline”, click on it and select “Download Full Headers”. Remember, you must log into Email each time you open the Outlook client.

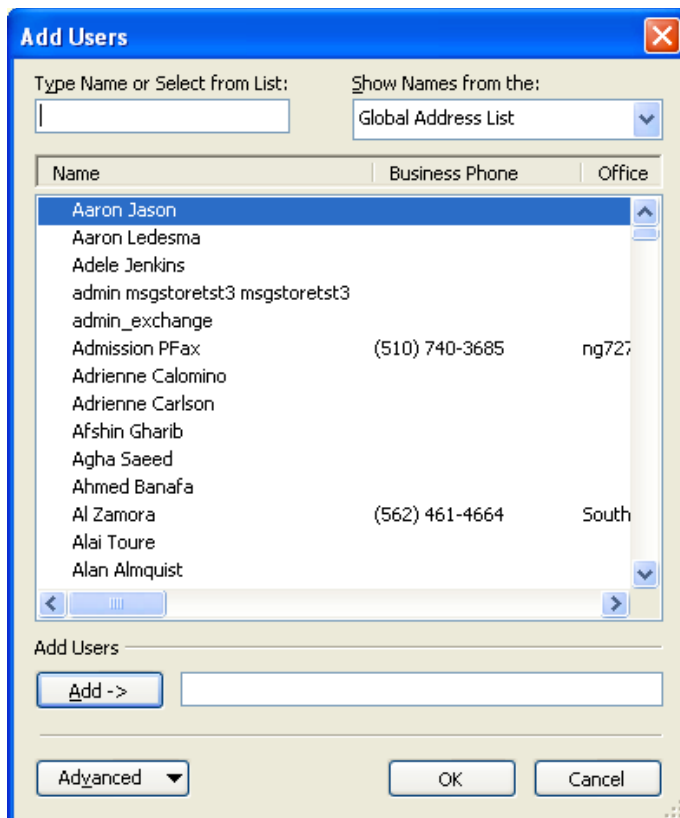
2. In the left column click on the “Share My Calendar” link to get into the Calendar Properties window:



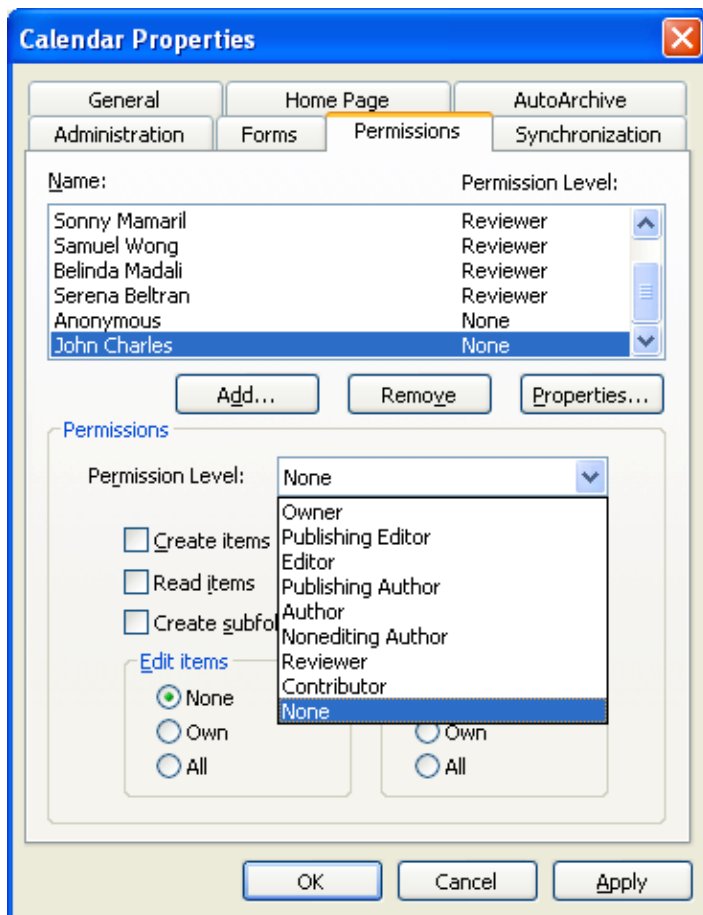
3. On the Permissions tab notice that the 'Permission Level' for Default and Anonymous is set to 'None'. This indicates that other accounts on the Exchange server don't have permissions to your calendar. If you want everyone to be able to view your calendar you can change the permission level for the Default to be 'Reviewer' by selecting 'Reviewer' on the 'Permission Level' drop down list. This will allow all users on the server to view your calendar entries.

**NOTE: You must use "Global Address List" to grant users read only (Reviewer) or read/write (Publishing Editor) to your calendar**

4. If you only want to give specific staff rights to your calendar leave the Default at 'None' and click the 'Add' button to add the accounts that you want to give rights to your calendar. The 'Add Users' window will allow you to look up the staff that you want to have permissions to your calendar:



5. **Under “Show Names from the” box, click the down arrow and select “Global Address List”**  
Type the name of the person you want to give permissions to and click the ‘Add’ button at the bottom. If you’d like to give more than one person similar permissions continue to type in the other names and click ‘Add’ until they are all listed at the bottom of the window. When you’re done selecting names click ‘OK’ to go back to the ‘Calendar Properties’ window:



6. Select the Permission Level that's appropriate for the staff accounts you've chosen. When you select the Permission Level you will be able to see what rights that permission allows below by looking for the checkboxes next to the permissions. In general if you want others to just view your calendar you can set their Permission Level to 'Reviewer' and if you need someone to make changes to your calendar you can set their Permission Level to 'Publishing Editor'.
7. Once you've selected the appropriate permissions for the accounts click 'OK'. You have completed sharing your calendar with others.