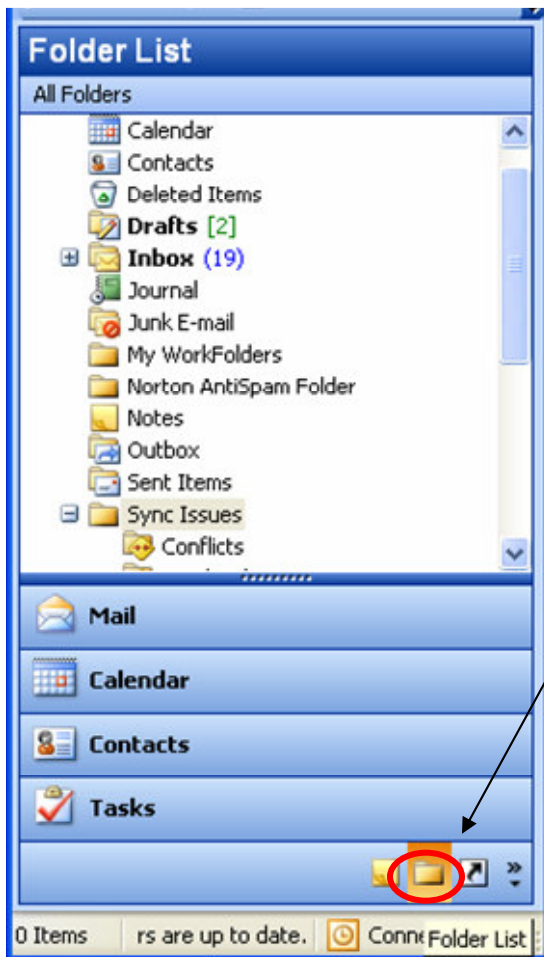


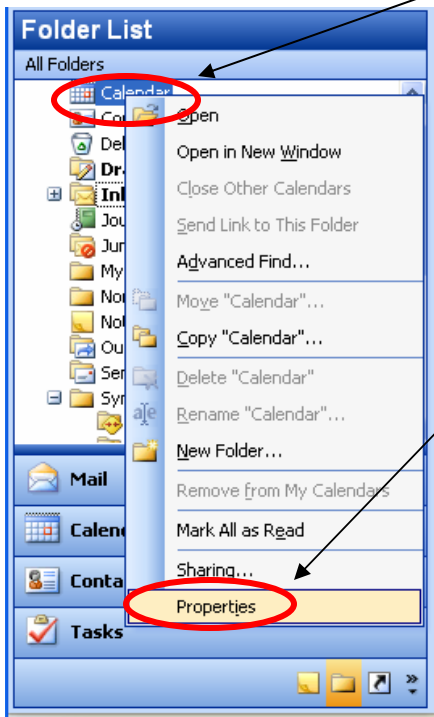
## Calendar Sharing in Outlook 2003

To enable another Exchange user to access your calendar, you must assign them permissions to your calendar. Permissions must be assigned from within the Microsoft Outlook desktop application, as opposed to OWA (Outlook Web Access). The steps to assign permissions are as follows:

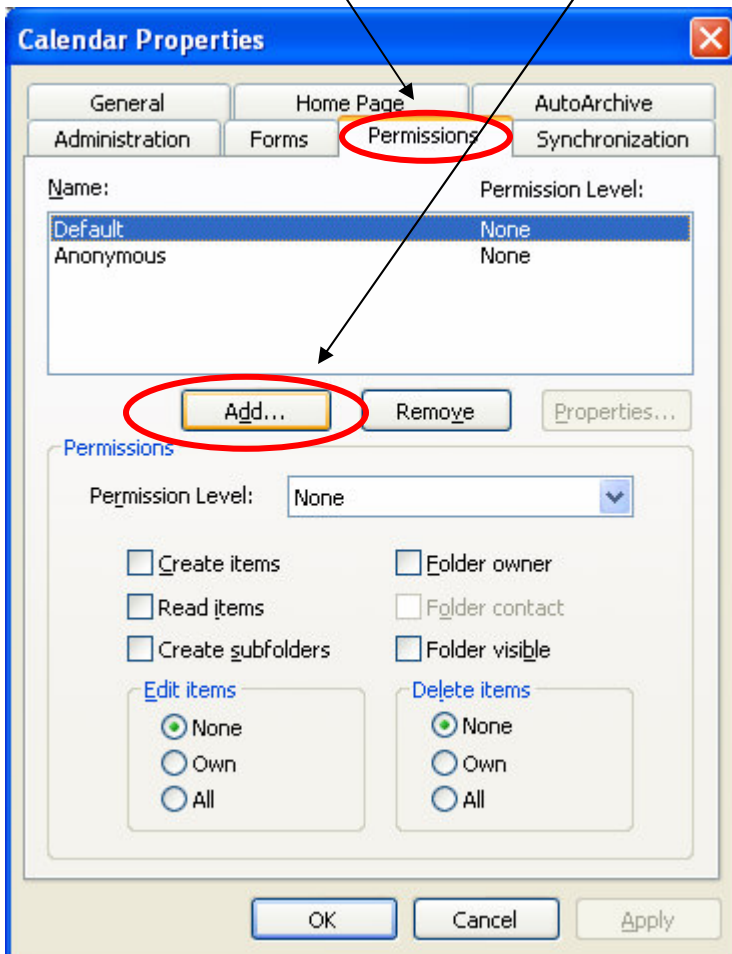
1. Switch to the Folder List view. You can do so by clicking the Folder List icon circled in red below.



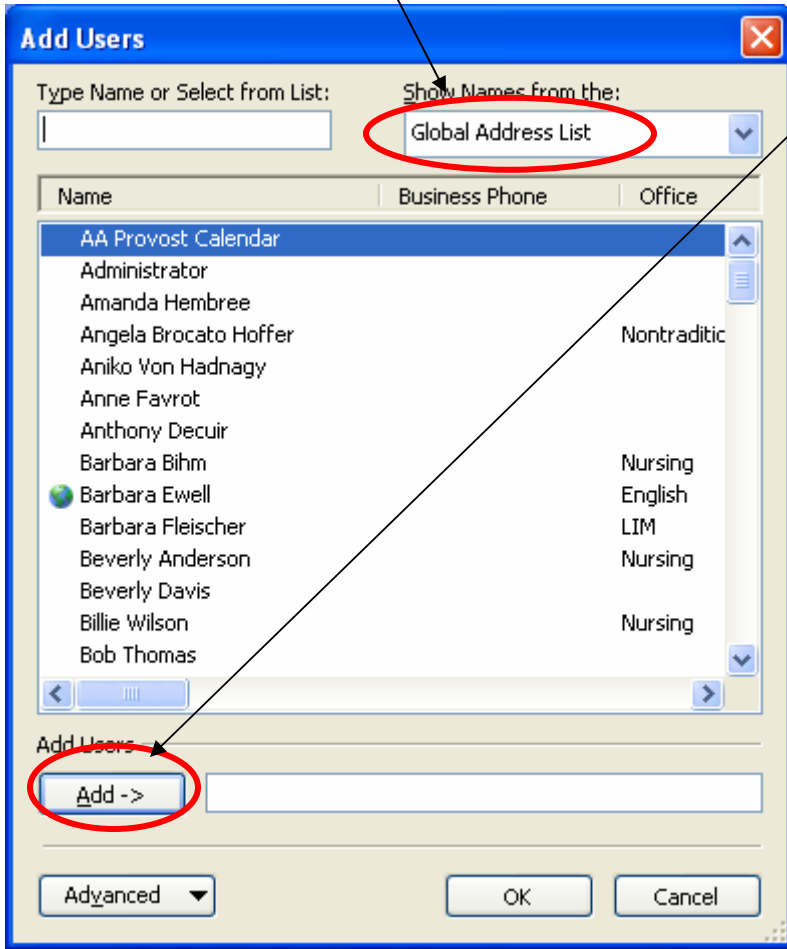
2. From the Folder List, right-click the Calendar icon and choose Properties.



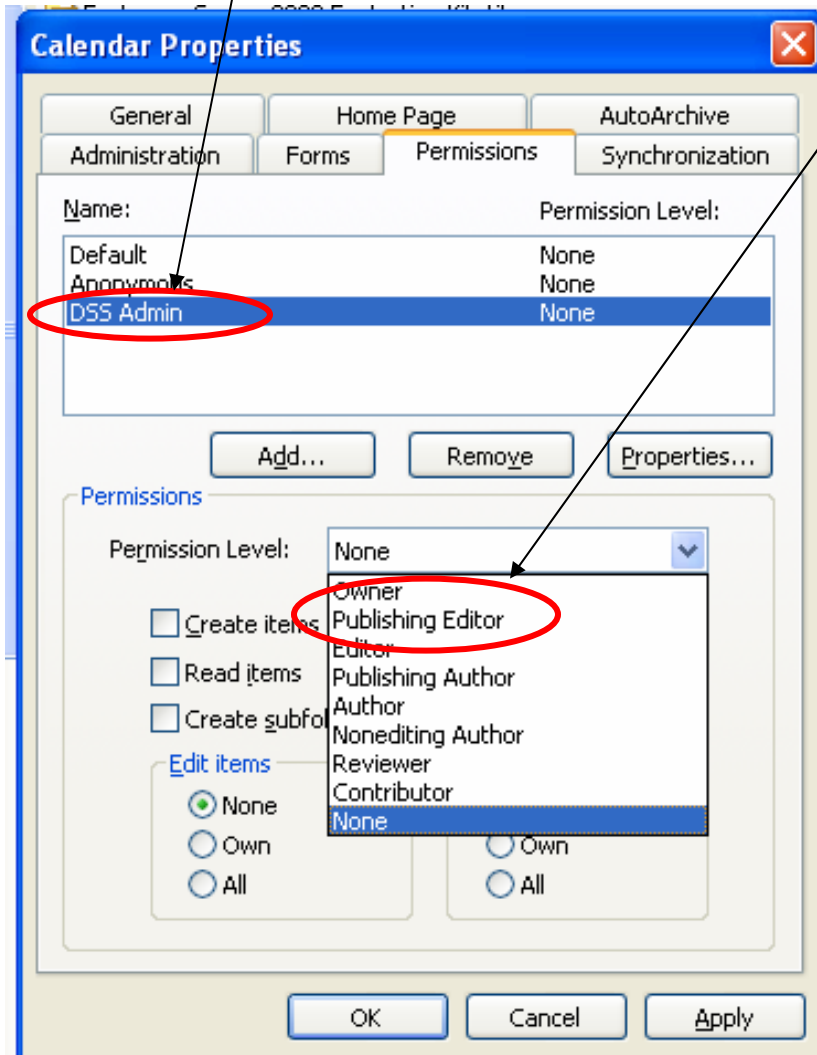
3. Click the Permissions tab, and then click the Add button to select the user for whom you wish to allow access to your calendar.



- From the Global Address List, scroll through the list of names and highlight the name of the person for whom you wish to assign calendar permissions. Click the Add button, and then click OK.



5. With the user's name selected at the top of the Permissions tab, choose the Permission Level you wish to grant the user. **Note:** Each Permission Level selects a different group of individual permissions (such as Create Items, Read Items, etc.). Choose the Permission Level appropriate for the situation.



6. Click the Apply button, and then click OK.