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|  | Share my Calendar  |  |
| Show AllShow AllHide AllHide AllThis feature requires you to use a Microsoft Exchange Server e-mail account.1. In **Calendar**, in the **Navigation Pane** (Navigation Pane: The column on the left side of the Outlook window that includes panes such as Shortcuts or Mail and the shortcuts or folders within each pane. Click a folder to show the items in the folder.), click **Share My Calendar**.

HideI don't see **Share My Calendar****Share My Calendar** does not appear unless you are using an Exchange Server e-mail account. What is an Exchange Server account? Also, if you have the Navigation Pane turned off or covered by the main Calendar window, you won't see it. Hide or show the Navigation Pane. 1. Do one of the following:

HideAllow anyone to access your Calendar* 1. In the **Name** box, click **Default**.
	2. Under **Permissions**, in the **Permission Level** list, click the permission level that you want.

For details about permission levels, see Outlook folder permissions.You can create custom permissions by selecting the check boxes and options under **Permissions**.HideSpecify the people who can access your Calendar* 1. Click **Add**.
	2. In the **Add Users** dialog box, in the **Type Name or Select from List** box, enter the name of the person whom you want to grant sharing permissions to.
	3. Under **Add Users**, click **Add**, and then click **OK**.
	4. In the **Name** box, click the name of the person you just added.
	5. Under **Permissions**, in the **Permission Level** list, click the permission level that you want.

For details about permission levels, see Outlook folder permissions.You can create custom permissions by selecting the check boxes and options under **Permissions**.**Important**  If you select the **Private** check box on a Calendar item in Microsoft Office Outlook 2003, do not grant Read permission to your **Calendar** folder to anyone whom you do not want to see private items. A person who is granted Read permission to access your folders could use programmatic methods or other e-mail applications to view the details in a private item. |