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|  | Share my Calendar |  |
| [Show AllShow All](javascript:AlterAllDivs('block');)  [Hide AllHide All](javascript:AlterAllDivs('none');)  This 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.)](javascript:AppendPopup(this,'olnavigationpane_1')), click **Share My Calendar**.   [HideI don't see **Share My Calendar**](javascript:ToggleDiv('divExpCollAsst_1'))  **Share My Calendar** does not appear unless you are using an Exchange Server e-mail account. [What is an Exchange Server account](javascript:go('/search/redir.aspx?AssetID=HA010955041033&CTT=5&Origin=HP011111491033'))? 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](javascript:go('/search/redir.aspx?AssetID=HP010720951033&CTT=5&Origin=HP011111491033')).   1. Do one of the following:   [HideAllow anyone to access your Calendar](javascript:ToggleDiv('divExpCollAsst_2'))   * 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](javascript:go('/search/redir.aspx?AssetID=HP052422871033&CTT=5&Origin=HP011111491033')).  You can create custom permissions by selecting the check boxes and options under **Permissions**.  [HideSpecify the people who can access your Calendar](javascript:ToggleDiv('divExpCollAsst_3'))   * 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](javascript:go('/search/redir.aspx?AssetID=HP052422871033&CTT=5&Origin=HP011111491033')).  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. | | |