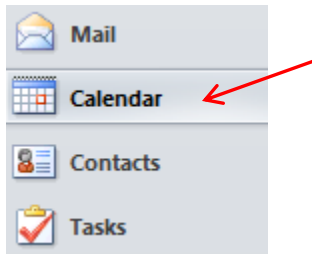
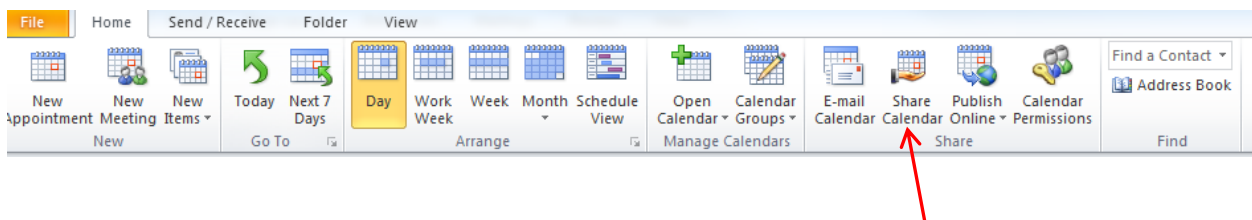


Sharing a Calendar with Specific People

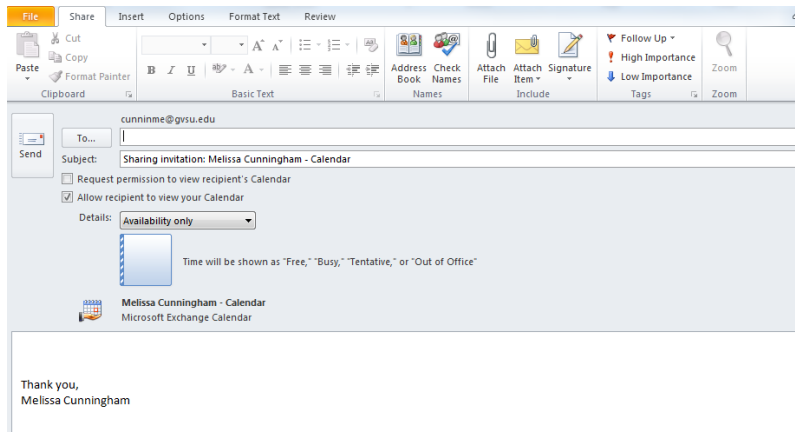
1. Click on Calendar in the Navigation Pane



2. Click the Share Calendar button on the Home Tab

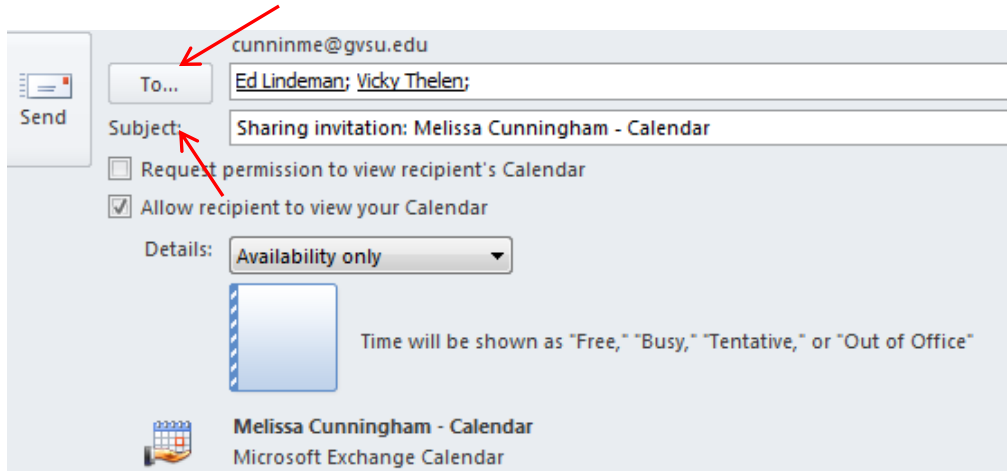


3. A message form appears



4. In the To box, type the addresses of the people with whom you want to share your calendar.
5. Edit the Subject text if you like.

Normally it shows Sharing Invitation: *Your Name – Folder Name*



Send

cunninme@gvsu.edu

To... Ed Lindeman; Vicky Thelen;

Subject: Sharing invitation: Melissa Cunningham - Calendar

☐ Request permission to view recipient's Calendar

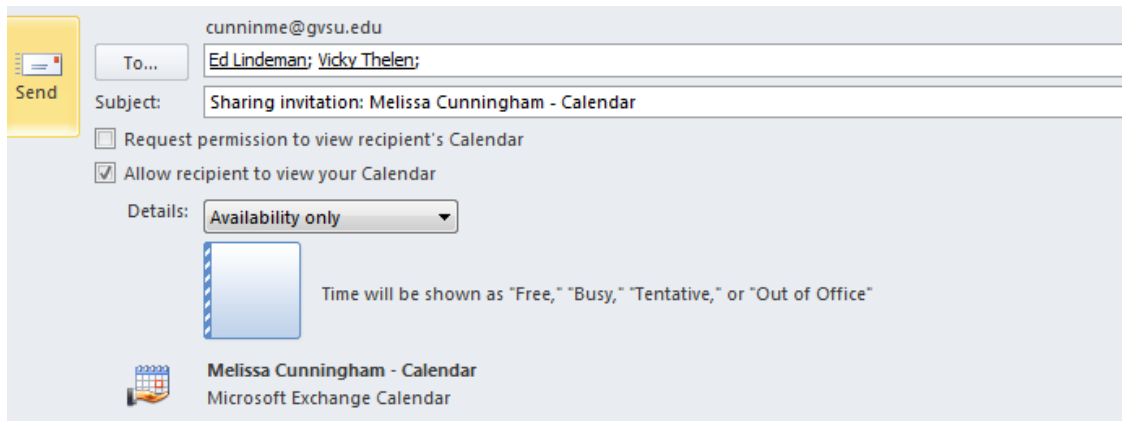
☒ Allow recipient to view your Calendar

Details: Availability only

Time will be shown as "Free," "Busy," "Tentative," or "Out of Office"

Melissa Cunningham - Calendar
Microsoft Exchange Calendar

6. (Optional) In the large text box at the bottom of the form, type a short message explaining the invitation, if you want.



Send

cunninme@gvsu.edu

To... Ed Lindeman; Vicky Thelen;

Subject: Sharing invitation: Melissa Cunningham - Calendar

☐ Request permission to view recipient's Calendar

☒ Allow recipient to view your Calendar

Details: Availability only

Time will be shown as "Free," "Busy," "Tentative," or "Out of Office"

Melissa Cunningham - Calendar
Microsoft Exchange Calendar

Thank you,
Melissa Cunningham

7. (Optional) If you are sharing your main Calendar, select the Request Permission to View Recipient's Calendar check box.

If you select this check box, you request specific permission to view each addressee's calendar, in return.

Note: The subject changes once you check this box.

Send

To... cunninme@gvsu.edu
Ed Lindeman; Vicky Thelen;

Subject: Sharing request: Calendar

☒ Request permission to view recipient's Calendar

☒ Allow recipient to view your Calendar

Details: Availability only

Time will be shown as "Free," "Busy," "Tentative," or "Out of Office"

Melissa Cunningham - Calendar
Microsoft Exchange Calendar

8. If you're sharing your main Calendar, make sure that the Allow Recipient to View Your Calendar check box is selected. If this is not checked, you will not be sharing your calendar.

Send

To... cunninme@gvsu.edu
Ed Lindeman; Vicky Thelen;

Subject: Sharing request: Calendar

☒ Request permission to view recipient's Calendar

☒ Allow recipient to view your Calendar

Details: Availability only

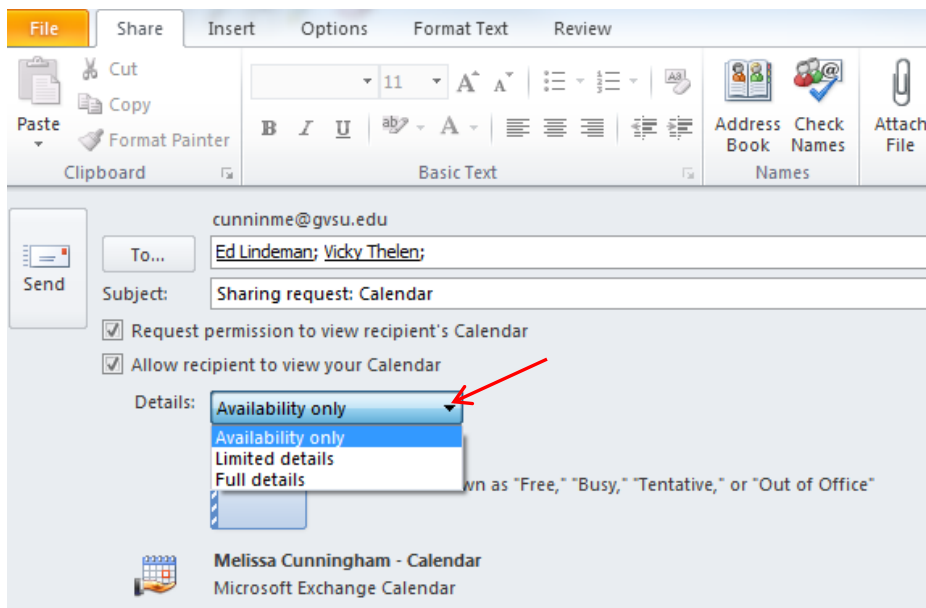
Time will be shown as "Free," "Busy," "Tentative," or "Out of Office"

Melissa Cunningham - Calendar
Microsoft Exchange Calendar

9. If you are sharing your main Calendar, from the Details drop-down list, select the amount of detail you want them to be able to see.

These are the options:

- Availability Only: Allows the user to see only your Free/Busy status, which is the default for your Calendar.
- Limited details: Allows the user to see your Free/Busy status and the Subject line for each Calendar item.
- Full Details: Allows the user to see basically everything having to do with each Calendar item (such as your notes, the location, and so on).



10. Click Send and Yes