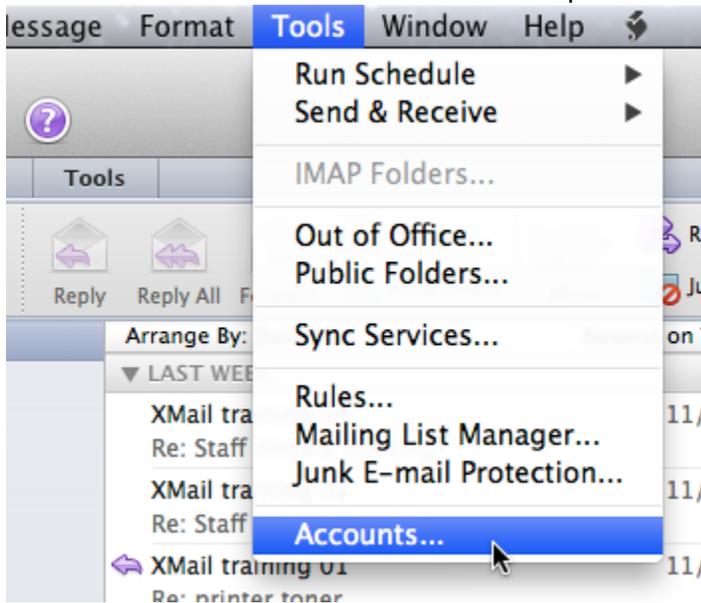


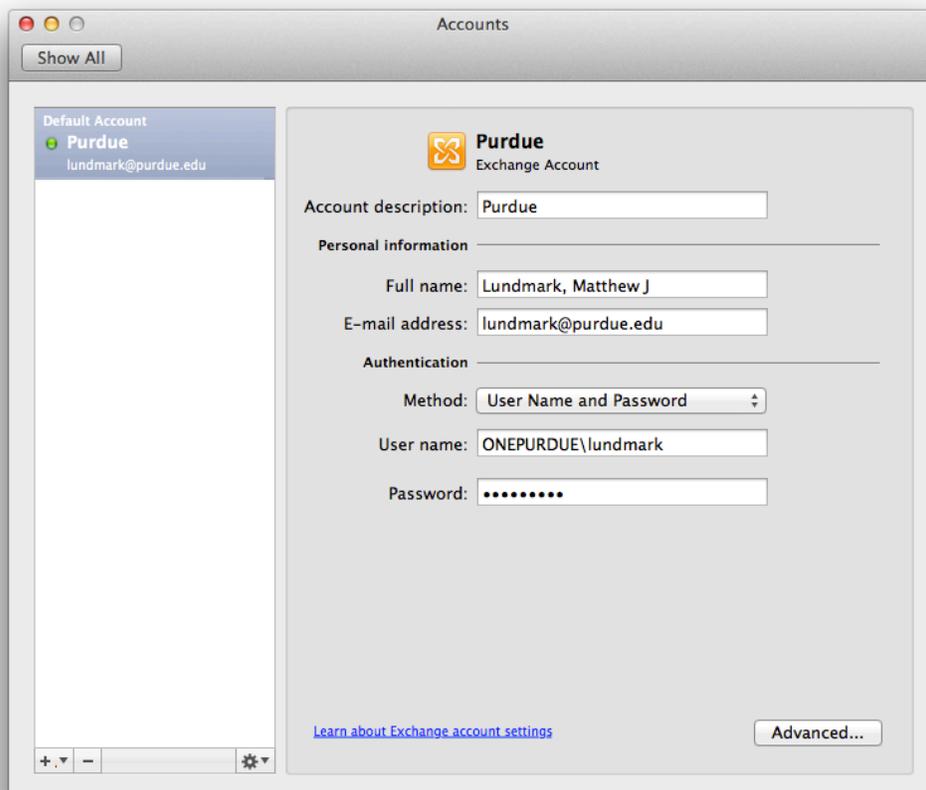
How to give someone access to your Outlook calendar

The process of giving someone access to your calendar is something that only you can do. The Education IT team does not have administrative access to the Exchange server or your email/calendar account and we cannot do this for you. So you'll need to use the following steps to give someone (such as a new person in your office/area) access to your calendar, or other parts of your Exchange account.

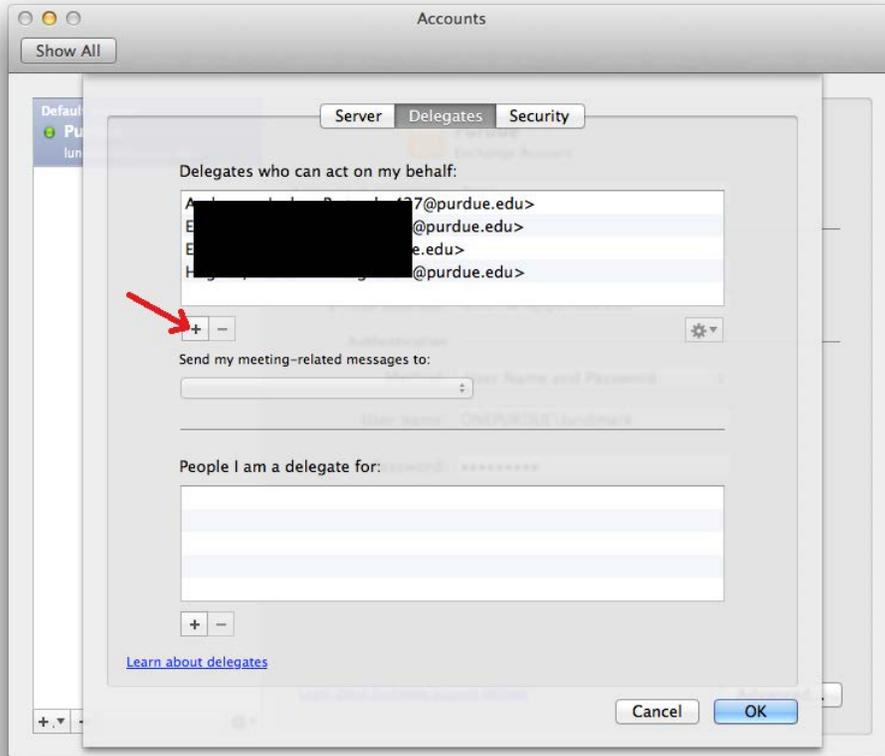
- 1) Click **Tools** and then **Accounts** from the drop-down menu:



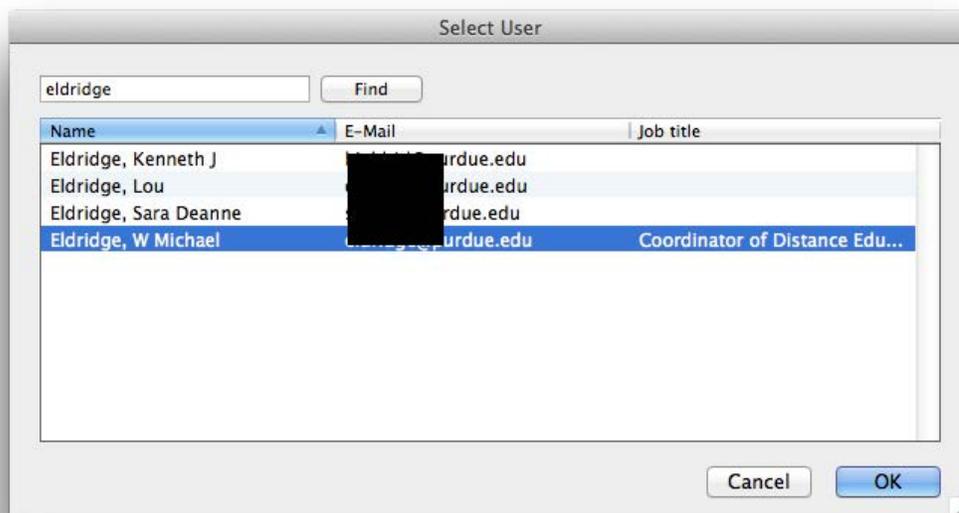
- 2) Select your Exchange account, and then click **Advanced**:



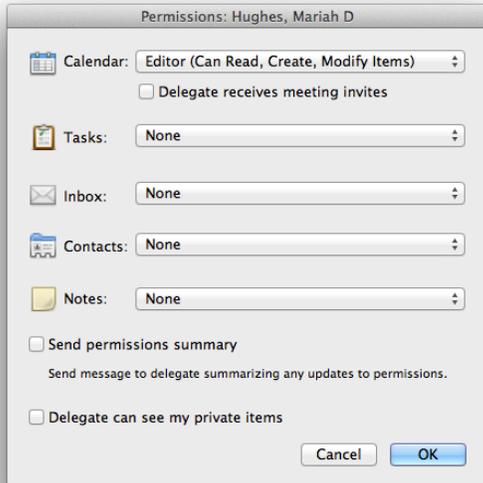
- 3) Click the **Delegates** tab.
- 4) Click the **+** button below **Delegates who can act on my behalf**.



- 5) Type the name of the delegate. Click **Find**. Select them from the list. Click **OK**.



- 6) Click the **Calendar** dropdown list, select "**Editor**" to give the delegate read-write access, or "**Reviewer**" to give the delegate read-only access. Then uncheck "**Delegate receives meeting invites**". Click the **Tasks** dropdown list, select "**None**". Then click **OK**...



- 7) Click **OK** on the Accounts window. This completes the procedure.