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:

Purdue Iundmark@purdue.edu	8	Purdue Exchange Account	
	Account description:	Purdue	
	Personal information		
	Full name:	Lundmark, Matthew J	
	E-mail address:	lundmark@purdue.edu	
	Authentication		
	Method:	User Name and Password	* *
	User name:	ONEPURDUE\lundmark	
	Password:	•••••	
	Learn about Exchange acc	ount settings	Advanced

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

Defaul O Pu lun	Server Delegates Security Delegates who can act on my behalf:
	A de contra la Descrita fa 7@purdue.edu> E @purdue.edu> E @purdue.edu> H go y @purdue.edu>
	Send my meeting-related messages to:
	One name ChOCKCON Londown
	People I am a delegate tor:
	+ -
	Learn about delegates
	Cancel

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

Nama	E Mail	lob title
Fldridge Kenneth I	E-Mail	Job alle
Eldridge, Lou	urdue.edu	
Eldridge, Sara Deanne	rdue.edu	
Eldridge, W Michael	urdue.edu	Coordinator of Distance Edu

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...

Calendar:	Editor (Can Read, Create, Modify Items) Delegate receives meeting invites	
Tasks:	None	
Inbox:	None	
Contacts:	None	
Notes:	None	
Send permi	ssions summary	
Send message	e to delegate summarizing any updates to permiss	ions.
🗌 Delegate ca	n see my private items	

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