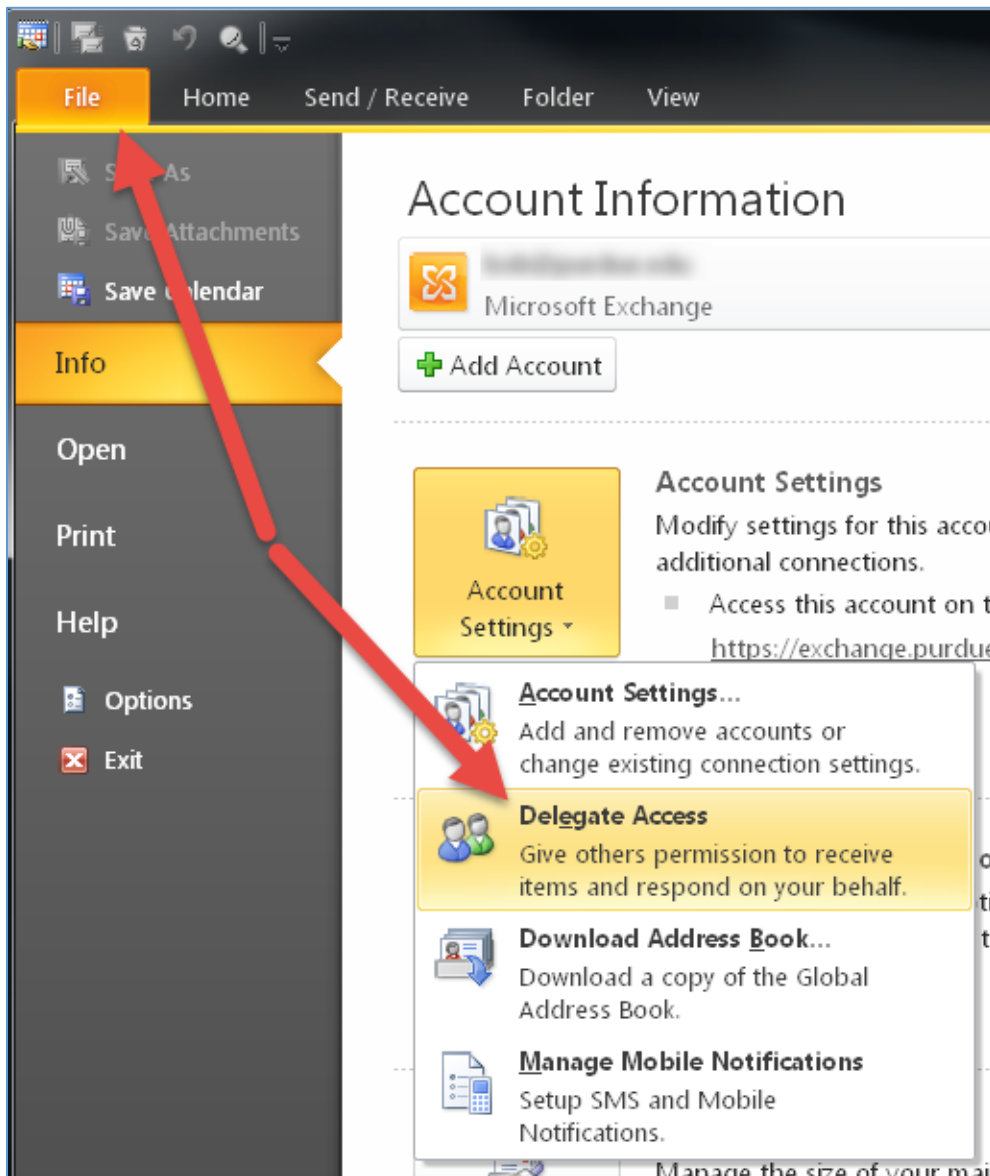


How to give someone access to your Outlook calendar

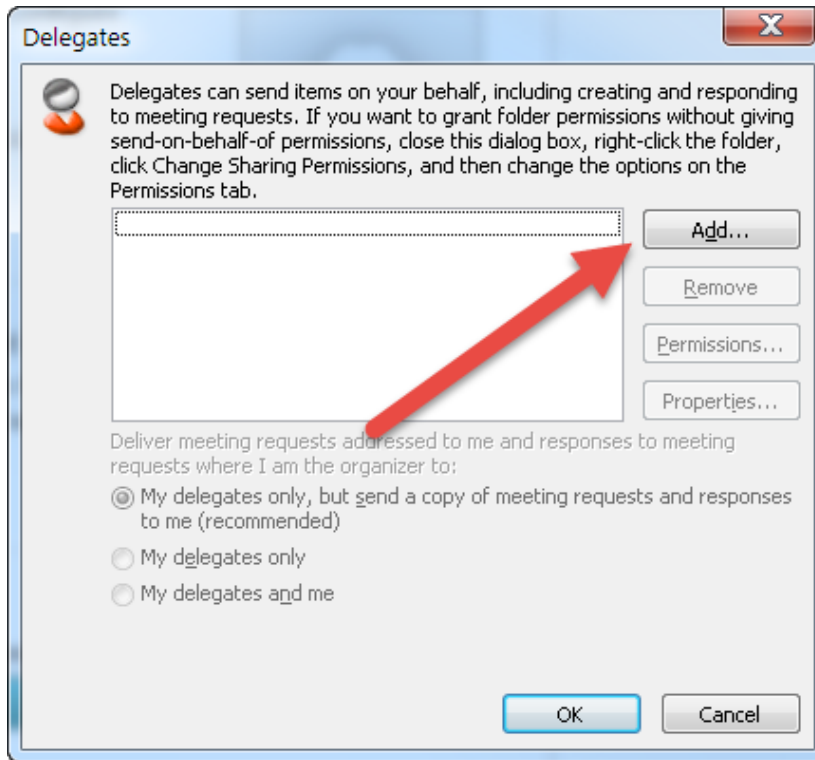
The process of giving someone access to your calendar is something that only you can do. The Education IT team does not have administrative access to the Exchange server or your email/calendar account and we cannot do this for you. So you'll need to use the following steps to give someone (such as a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

1. Open Outlook
2. Go to the "File" menu and click "Account Settings" and select "Delegate Access":

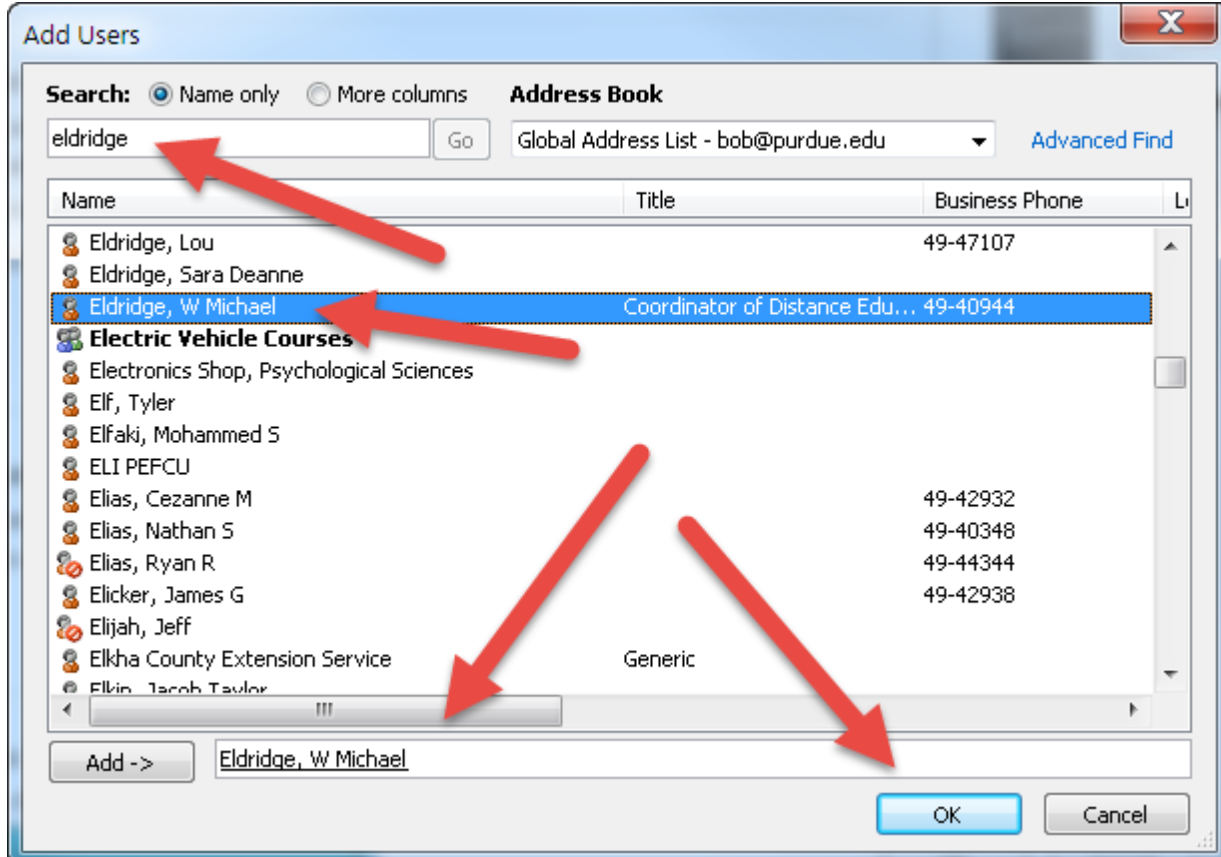


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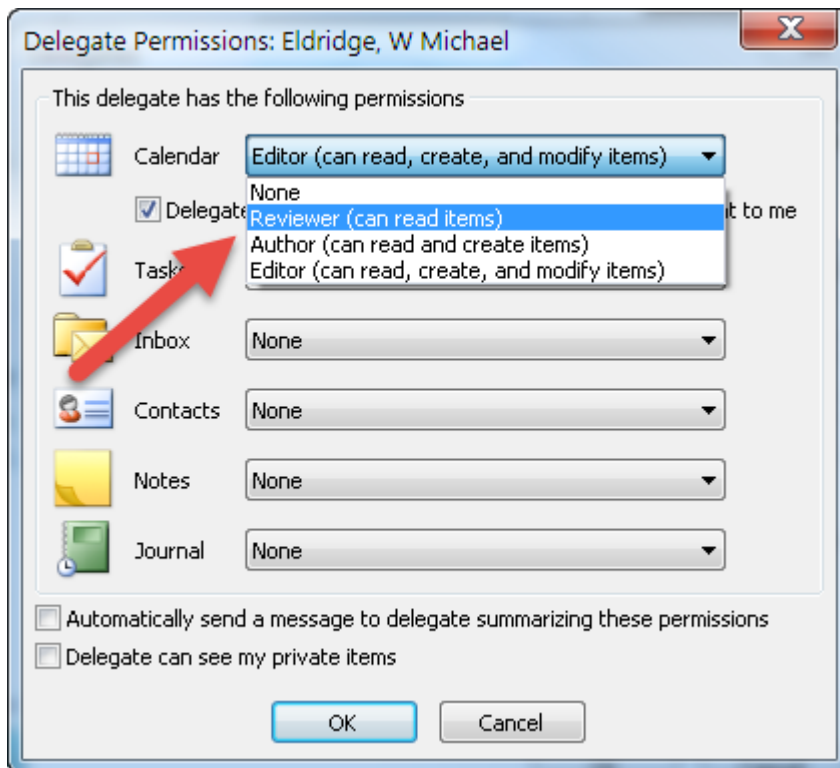
4. Click the “Add...” button to begin adding a new person:



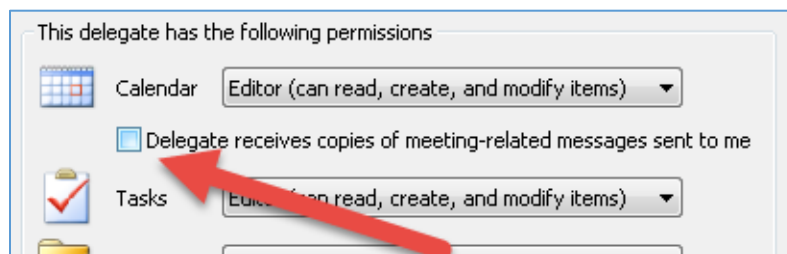
5. Enter a name in the search box, when the name appears in the list highlight it and click the “Add ->” button to add the name to the text box at the bottom. Then click “OK.”



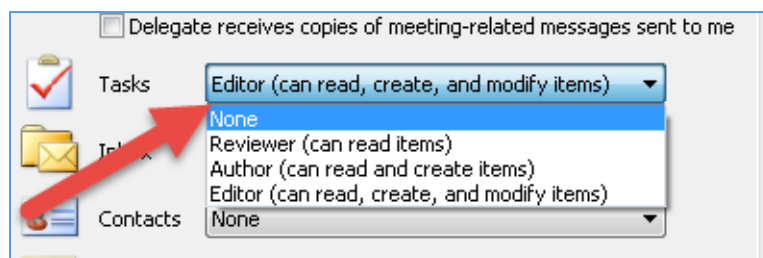
6. There will be a slight pause and then the “Delegate Permissions” window will appear. Click the “Calendar” dropdown list, select “Reviewer (can read items)” to give the person read-only access to your calendar:



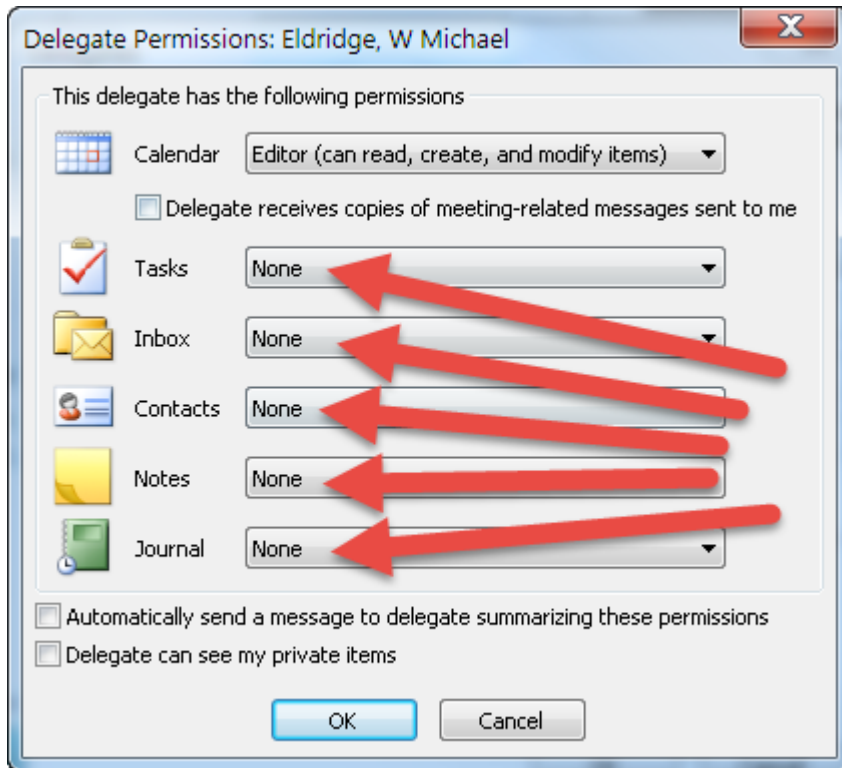
7. Uncheck the box that says “Delegate receives copies of meeting-related messages sent to me” unless you want that feature:



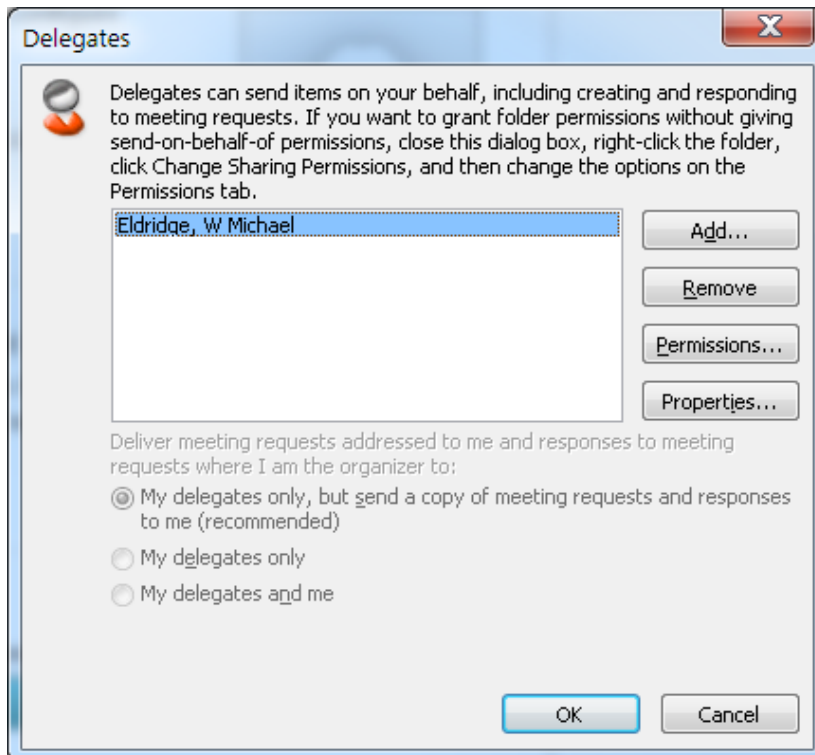
8. Click the dropdown list next to Tasks and select “None” if you don’t want to give the person access to your tasks:



9. Go to each remaining item and select the level of permission you want the person to have. By default, we recommend that you select “None” unless you specifically want the person to have more access to your account:



10. Click “OK” on the “Delegate Permissions” window, then click “OK” again to close the “Delegates” window shown below.



You have now successfully given someone access to your calendar!