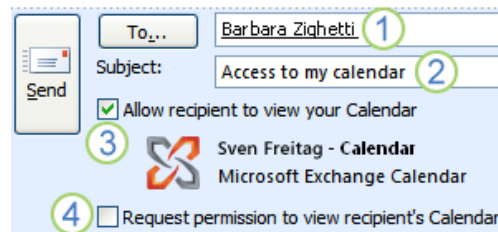


## Calendar Sharing

### Share your Calendar with other Exchange users

When you use an Exchange account, you can share your Exchange Calendar. The recipient receives an e-mail notification that you have shared your Calendar. Also, you can request that the recipient share his or her Exchange Calendar with you.

In Calendar, in the Navigation Pane, click Share My Calendar.

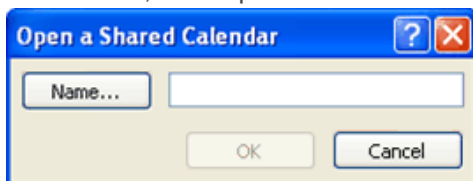


1. In the **To** box, enter the name of the recipient for the sharing invitation message.
2. In the **Subject** box, type a subject for the e-mail message.
3. You can request permissions to view the recipient's default Calendar.
4. To do so, select the **Request permission to view recipient's Calendar** check box.  
**NOTE** If you want to request access to a calendar other than the default Calendar, you must send an e-mail message asking for permissions to that particular calendar. This option requests access to the recipient's default Calendar only.
5. In the message body, type any information that you want to include.
6. Click **Send**.
7. Review the confirmation dialog box, and then, if it is correct, click **OK**.

### Open a shared Exchange Calendar

You can quickly view another person's shared default Exchange Calendar from the **Navigation Pane**.

1. In Calendar, click Open a Shared Calendar.



2. Type a name in the Name box, or click Name to select a name from the Address Book.
3. Click OK.
4. The shared Calendar appears next to any calendar that is already in the view.
5. After you access a shared Calendar for the first time, the Calendar is added to the Navigation Pane. The next time you want to view the shared Calendar, you can click it in the Navigation Pane.
6. If the other person whose Calendar you want to open has not granted you permission to view it, Outlook prompts you to ask the person for the permission you need. If you click Yes, a sharing request e-mail message opens automatically. The message requests the person to share his or her Calendar with you and also provides the option to share your default Calendar with him or her.