

How to Share Multiple Calendars in Outlook 2007

Often a user will keep multiple calendars that need to be shared with colleagues. For example, they will have their personal calendar (default calendar) and then a secondary calendar for staff schedules.

By default only your personal calendar can be shared but if you want to share multiple calendars this guide will walk you through the 5 steps.

Step 1: Give “Folder Visible” rights to your Mailbox.

- a. Open MS Outlook 2007,
- b. Right-mouse-click on your **Mailbox** and click on **Properties for Mailbox – (your name)”**
- c. With the **Outlook Today** window opens, click on the **Permissions** tab see **Figure 1**.
- d. Click **Add** button to add user you want to share this calendar. Type the name in the Search dialog box and select then click **Add ->** button when name is found and click **OK** button
- e. Back to **Outlook Today** window, check **Folder Visible** button.
- f. If you want to enter more names, repeat **Step 1d**, otherwise click **Apply** then **OK** button to save the changes. You have now made your Mailbox visible to that user.

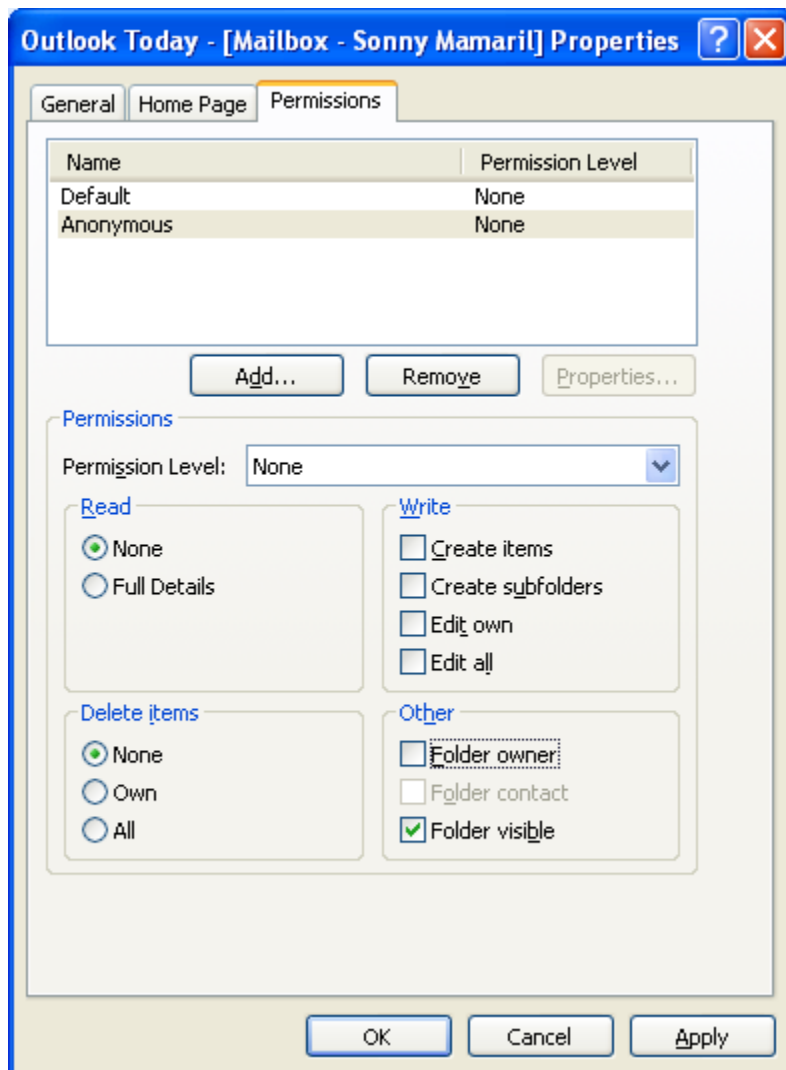


Figure 1

Step 2: Give “Folder Visible” rights to your Calendar.

- a. While Outlook is open, switch to **Calendar** and right-mouse-click on your default **Calendar** and click on **Properties**.
- b. With the **Calendar Properties** window open, click on the **Permissions** tab, see **Figure 2**.
- c. Click **Add** button to add user you want to share this calendar. Type the name in the Search dialog box and then click **Add ->** button when name is found and click **OK** button
- d. Back to **Calendar Properties** window, check **Folder Visible** button.
- e. If you want to enter more names, repeat **Step 2c**, otherwise click **Apply** then **OK** button to save the changes. You have now made your default Calendar visible to that user.

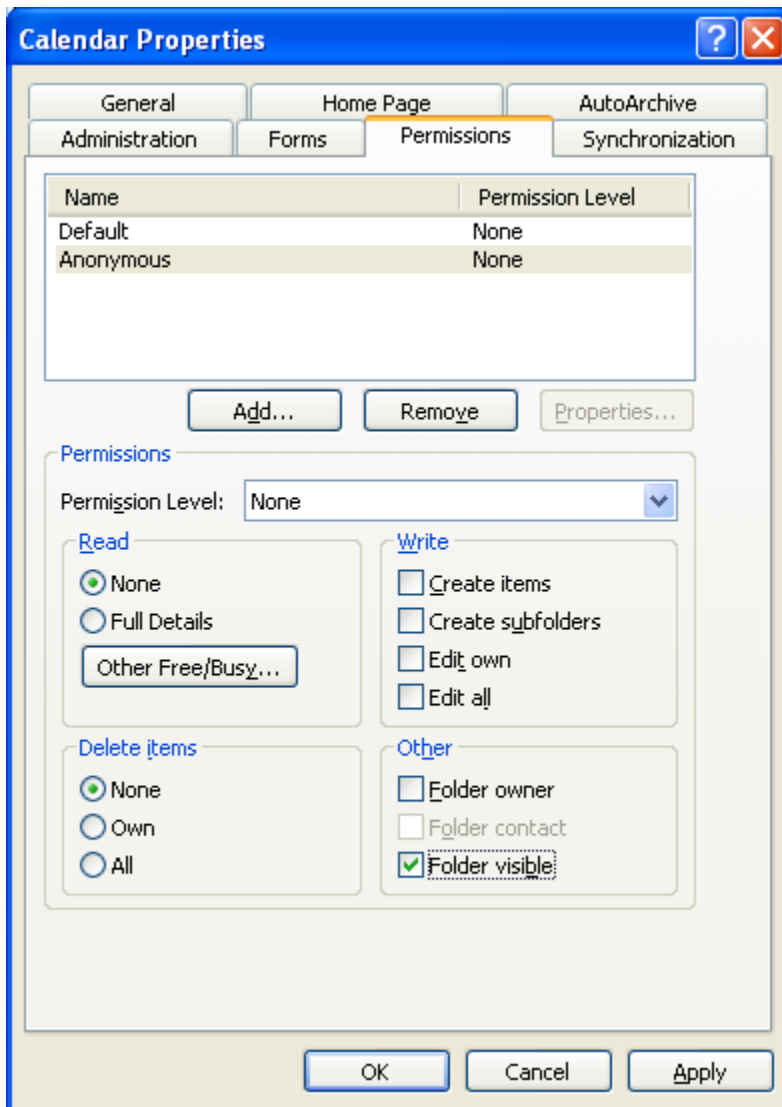


Figure 2

Step 3. Create a multiple calendars under your Mailbox to share.

NOTE: If you previously created a multiple calendar then go to **Step 4**.

a. While still in the Calendar window of Outlook, click the **File** menu and select **New** then **Folder**.

Note that under **Folder contains** it should say **Calendar Items** and also under your Mailbox tree.

See **Figure 3**.

b. Give a name to the new calendar and click **OK**.

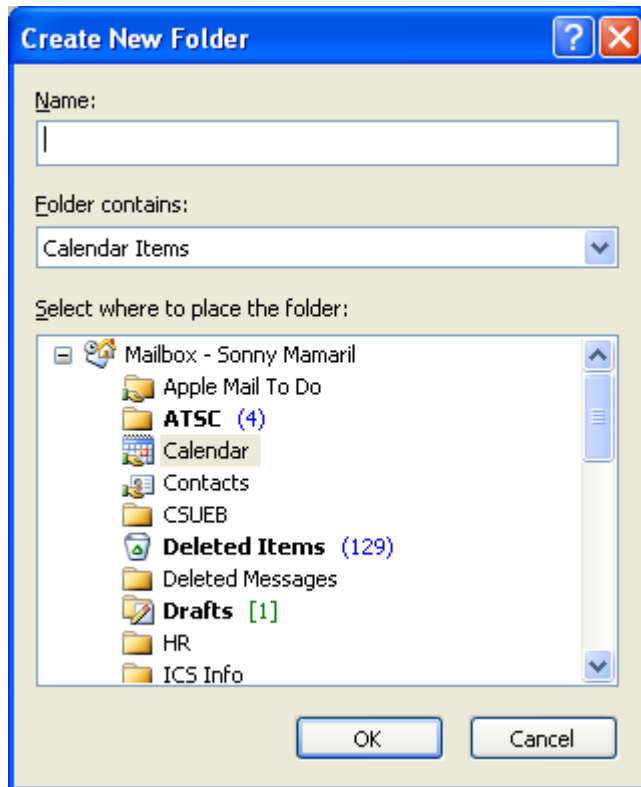


Figure 3

Step 4. Sharing the calendars you created.

a. Back at the main calendar screen look for the new calendar in the left column and right-mouse click the calendar and select **Properties**.

b. On the **Calendar Properties** window click on **Permission** tab, see **Figure 4**.

c. Click **Add** button to add user you want to share this calendar. Type the name in the Search dialog box. When name is found select it and click **Add ->** button then click **OK** button.

d. Give Permission level to this user like **Publishing Author** or select any level by clicking on the **right arrow**.

e. If you want to enter more names, repeat **Step 4c**, otherwise click **Apply** then **OK** button to save the changes.

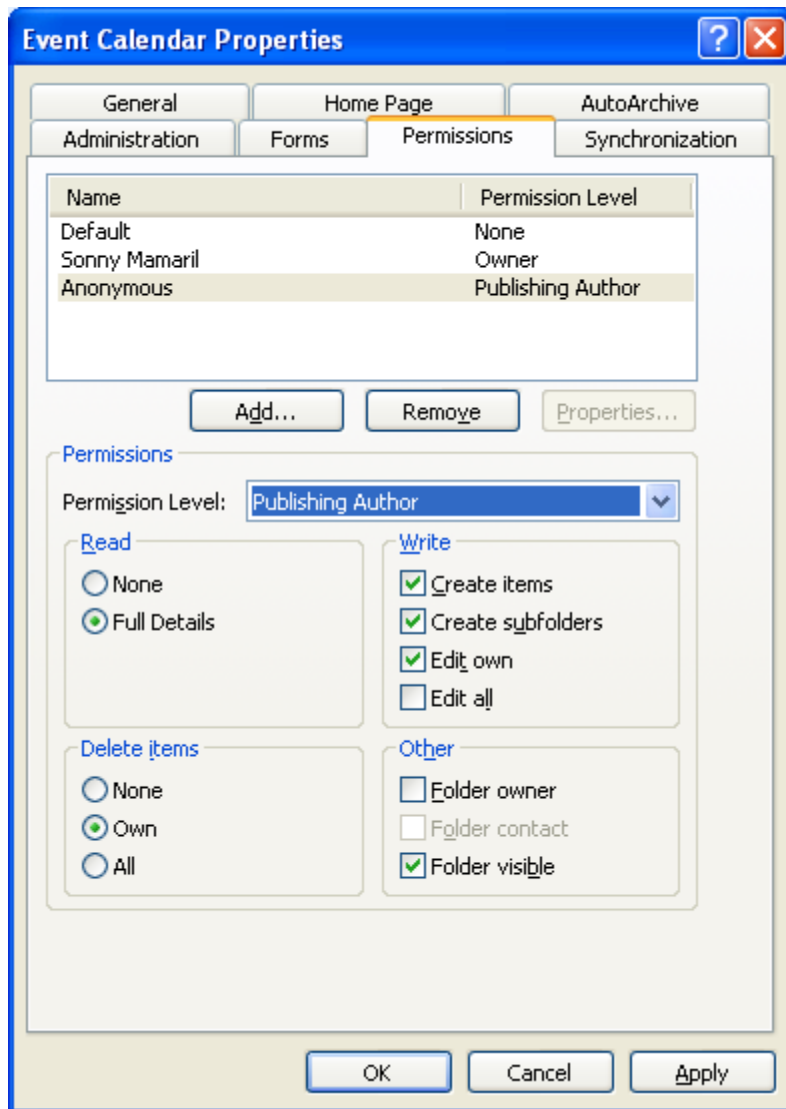


Figure 4

Step 5. Add your email account to the person's Outlook mail you are sharing this calendar.

- a. On their PC, open **Outlook** and click **Tools** on the menu then click **Account Settings....**
- b. In the **Account Settings** window, select **Microsoft Exchange Server** then click the **Change** button, See **Figure 5**.
- c. **Change E-Mail** Account window opens and click on **More Settings** button below.
- d. **Microsoft Exchange** window opens and click **Advance** tab, see **Figure 6 & 7**.
- e. Click the **Add** button and type in your email account name and click **OK**.
- f. Click **Apply** and then **OK** buttons to save the changes then click **Close** then **Next** then **Finish** to end the process.
- g. Wait for few minutes then you will see your Mailbox added, see left column of the Outlook Mail.
- h. Back to the Calendar Column, you will see the calendar you just shared, see **Figure 8**

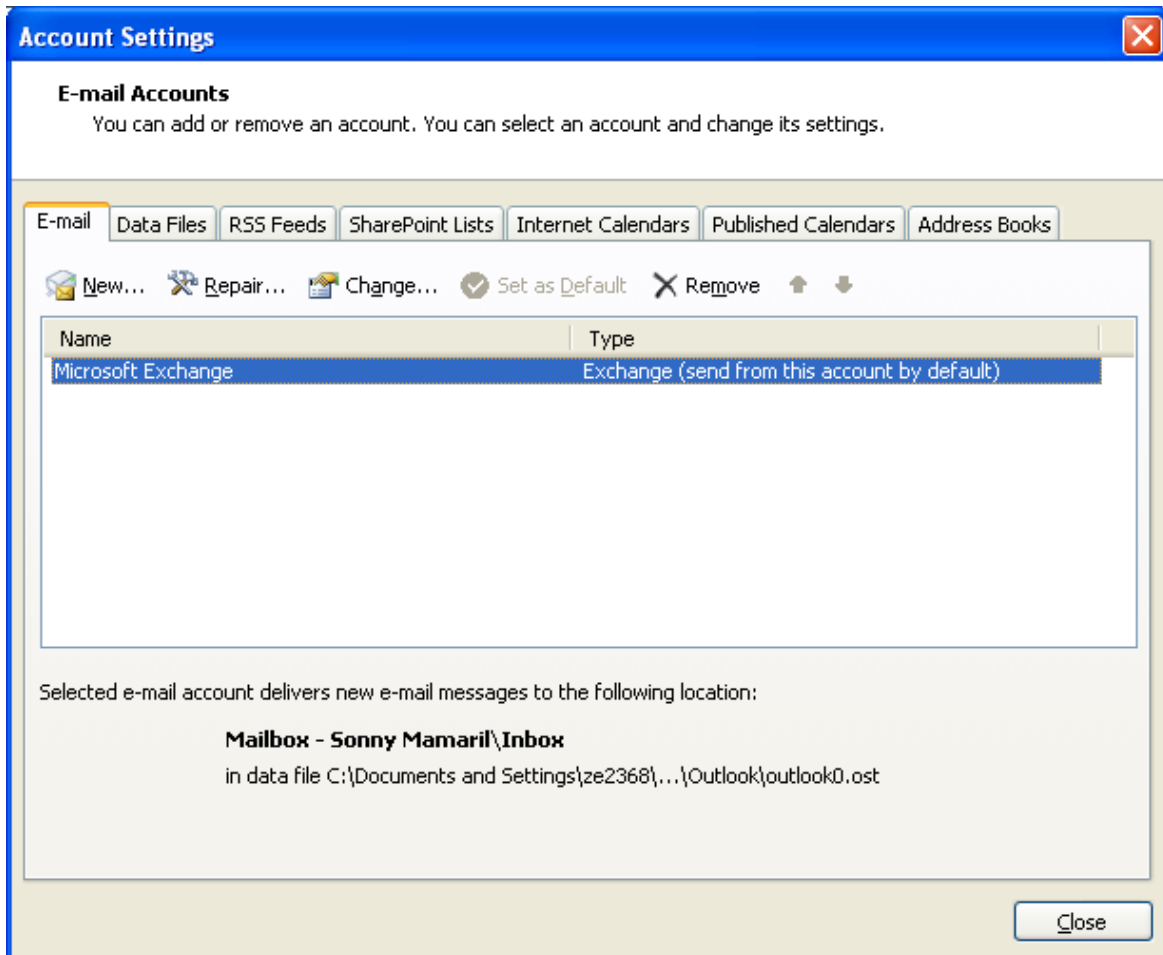
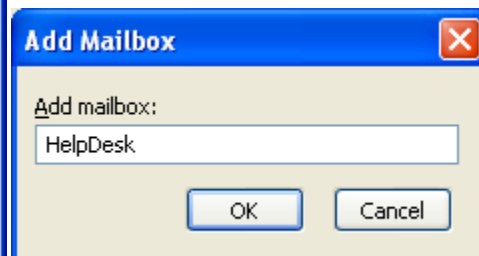
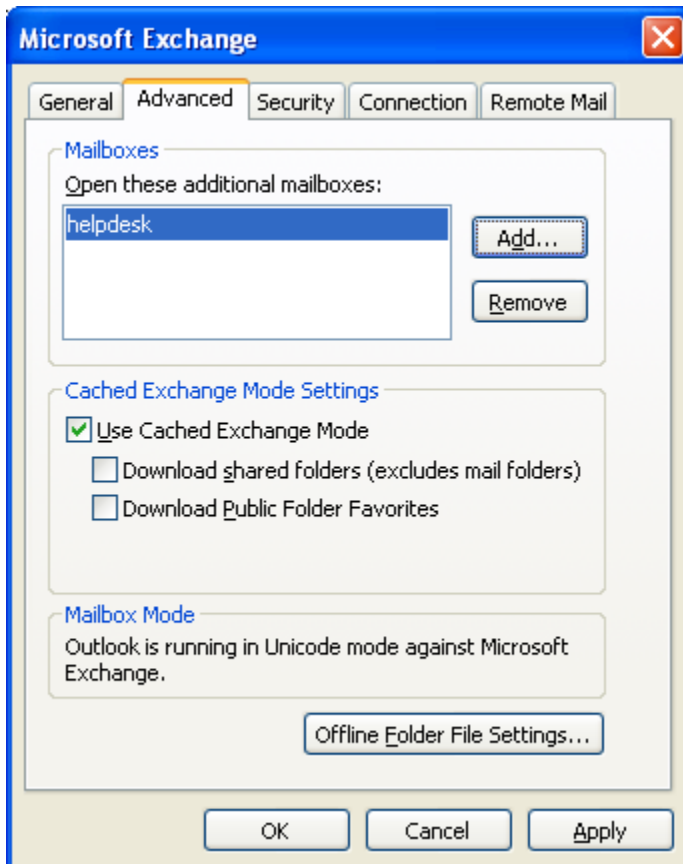


Figure 5



Figures 6&7

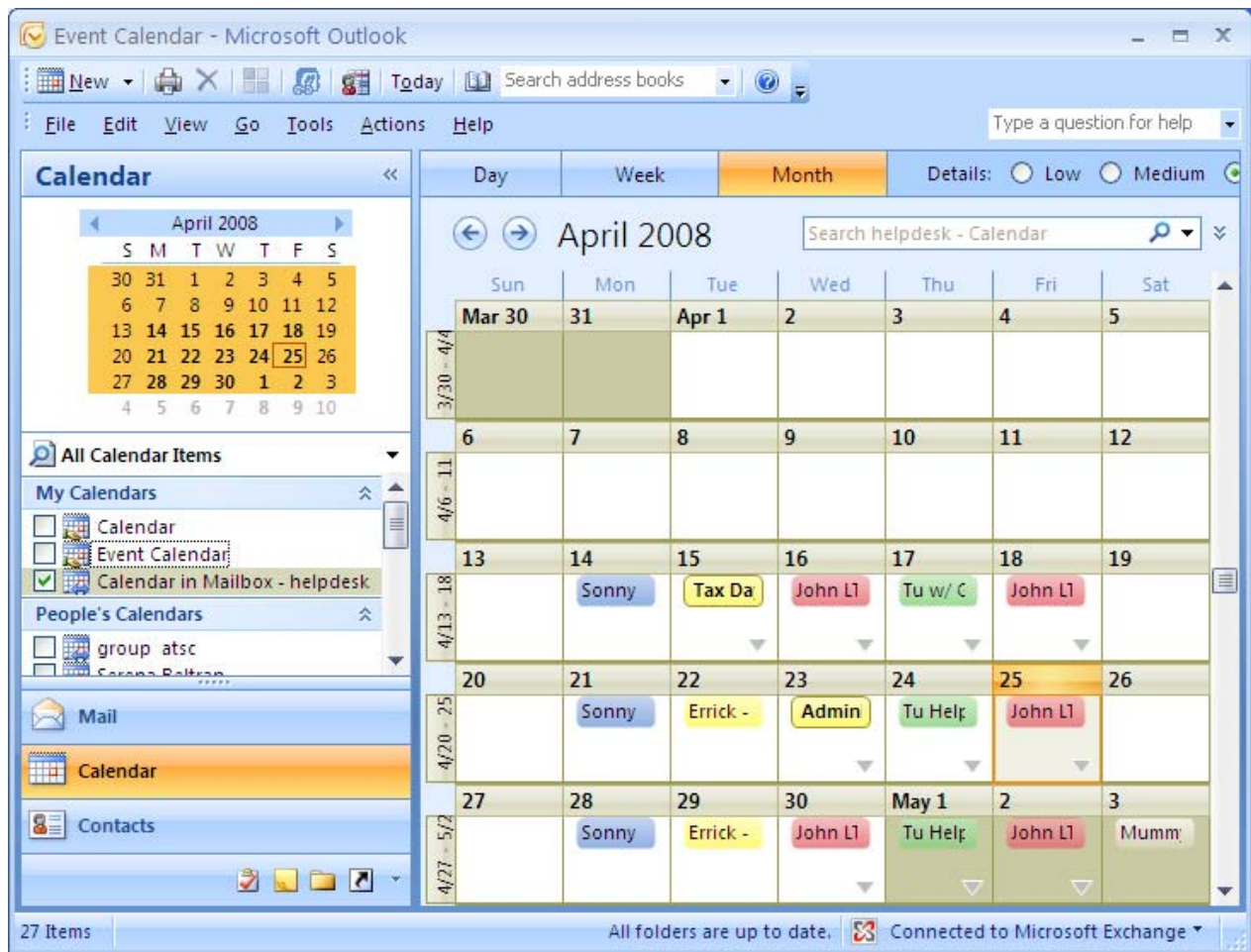


Figure 8.

NOTE: This instruction can also be used to share multiple Contacts in Outlook, just replace the Calendar to Contacts.