

Sharing Your Calendar

Microsoft Outlook 2007 and 2010

Why Should I Share?

You can share your Outlook Calendar for different reasons:

- A. You want to allow someone access to your entire calendar.
- B. You want to allow someone access to a specific day, week or month on your calendar.

[Click here for Outlook 2007](#)

[Click here for Outlook 2010](#)

[Click here if you don't know](#)

Microsoft Outlook

2007

Step 1. Click the Calendar button from the navigation pane

The screenshot shows the Microsoft Outlook interface. The navigation pane on the left contains several sections: 'Mail' (with sub-sections for Favorite Folders, Mail Folders, and All Mail Items), 'Mailbox - Robert D. Miess' (with sub-sections for Cabinet, Deleted Items (871), Documents, Drafts, Inbox, Junk E-Mail, Outlook, quarantine, RSS Feeds, Sent Items, and Trash), and 'Search Folders'. The 'Calendar' button is highlighted with a red box. A callout box with a white background and a black border points to the 'Calendar' button, containing the text 'CLICK HERE' in bold black letters. The main window displays an email titled 'FW: APU's' from Tom Gonnella, dated Monday, March 03, 2011. The email body contains a message from Gilbert Kuipers, dated Friday, November 05, 2010, regarding APU's requirements. The right-hand side of the interface shows a 'To-Do Bar' with a calendar for March 2011 and a list of tasks, including 'College Algebra' and 'General Chemistry'.

Step 2: Click on the sharing option desired

Share My Calendar

Allows recipient to access your entire calendar

Send a Calendar via E-mail

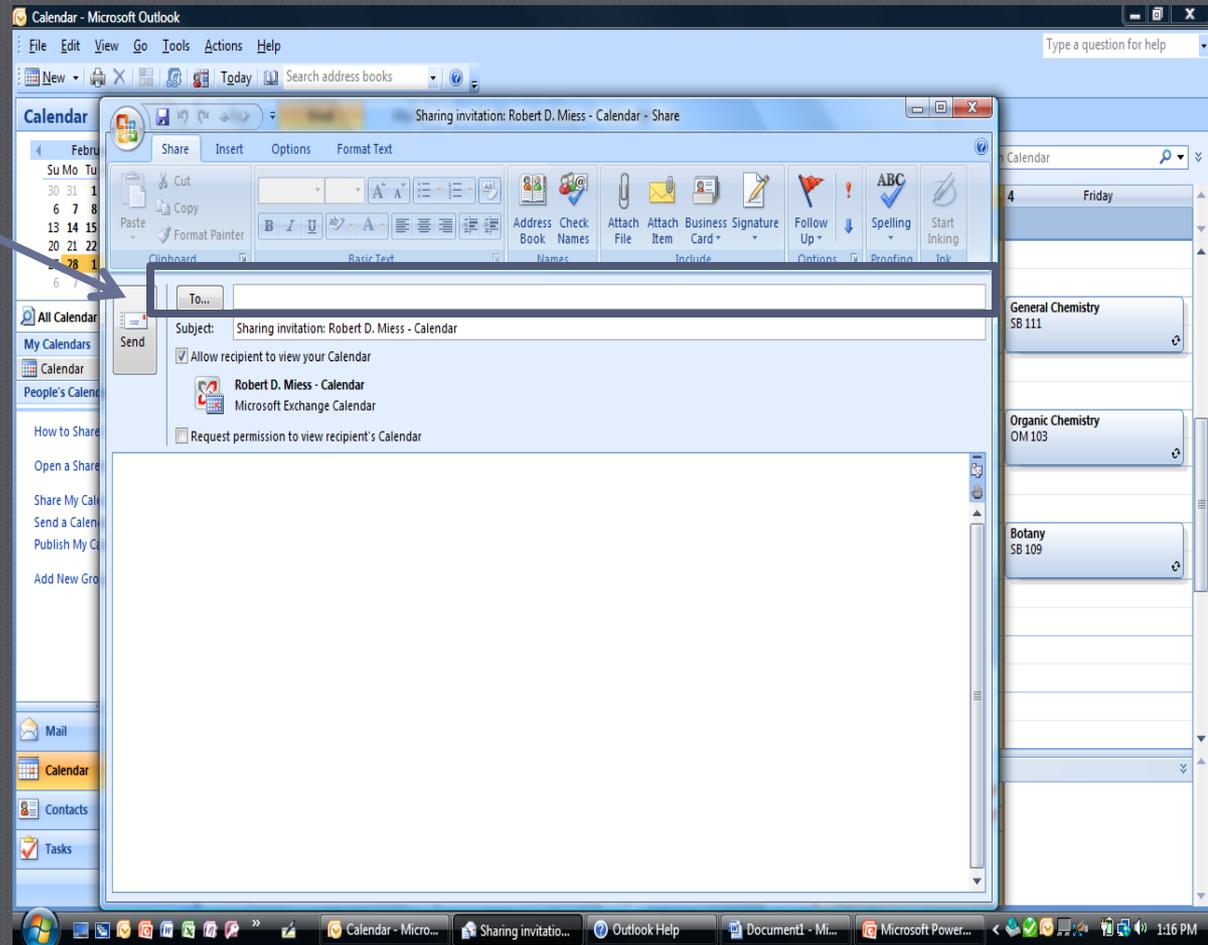
Allows recipient access to certain days, weeks, month of your choosing

Click an option now to learn how to use it.

The screenshot displays the Microsoft Outlook Calendar application. The main window shows a weekly view for the period of February 28 to March 04, 2011. The calendar grid contains several events, including 'General Chemistry SB 111', 'Organic Chemistry OM 103', 'Organic Lab SB 105', 'Botany SB 109', and 'College Algebra CB 105'. On the left-hand side, there is a navigation pane with a 'Calendar' section. Under this section, there is a 'How to Share Calendars' area with four options: 'Open a Shared Calendar...', 'Share My Calendar...', 'Send a Calendar via E-mail...', and 'Publish My Calendar...'. A blue arrow points from the text 'Click an option now to learn how to use it.' to the 'Send a Calendar via E-mail...' option. The bottom of the screen shows the Windows taskbar with the Outlook application icon and the system clock indicating 1:12 PM.

Share Your Entire Calendar

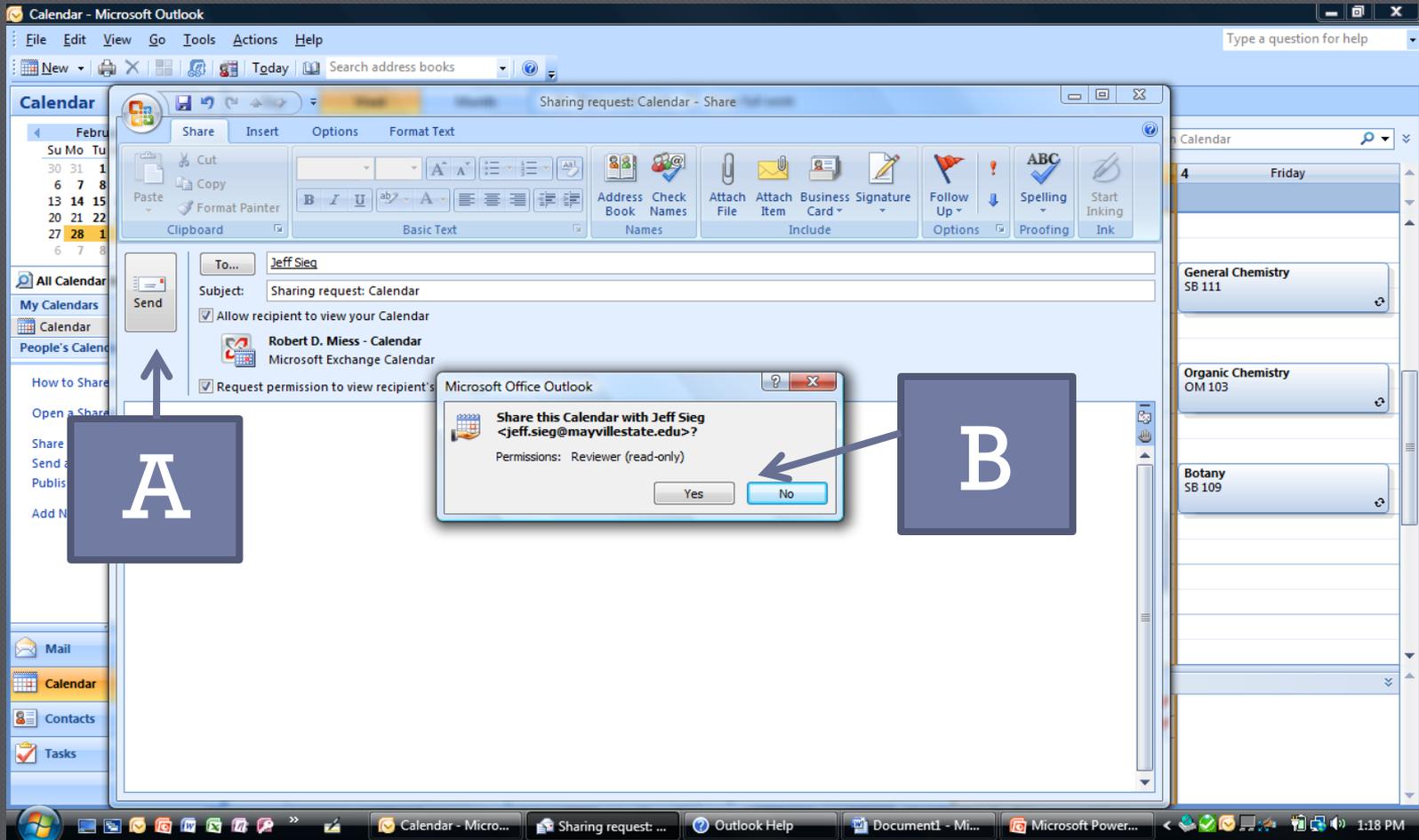
STEP 3
Enter the email addresses of those you wish to share your calendar with in the 'To' field.



Select 'Request permission' if you wish to request access to recipient's calendar

The screenshot displays the 'Sharing request: Calendar - Share' dialog box in Microsoft Outlook. The 'To...' field is populated with 'Jeff Sieg'. Under the 'Send' section, two options are checked: 'Allow recipient to view your Calendar' and 'Request permission to view recipient's Calendar'. A callout box with a blue border and black text, containing the instruction 'Select this box for request', has an arrow pointing to the 'Request permission to view recipient's Calendar' checkbox. The background shows the Outlook interface with a calendar on the left and a list of tasks on the right, including 'General Chemistry SB 111', 'Organic Chemistry OM 103', and 'Botany SB 109'. The taskbar at the bottom shows several open applications, including 'Calendar - Micro...', 'Sharing request: ...', 'Outlook Help', 'Document1 - Mi...', and 'Microsoft Power...'. The system clock in the bottom right corner indicates the time is 1:17 PM.

Step 4: Review information, Hit Send (A), and confirm by selecting YES (B).

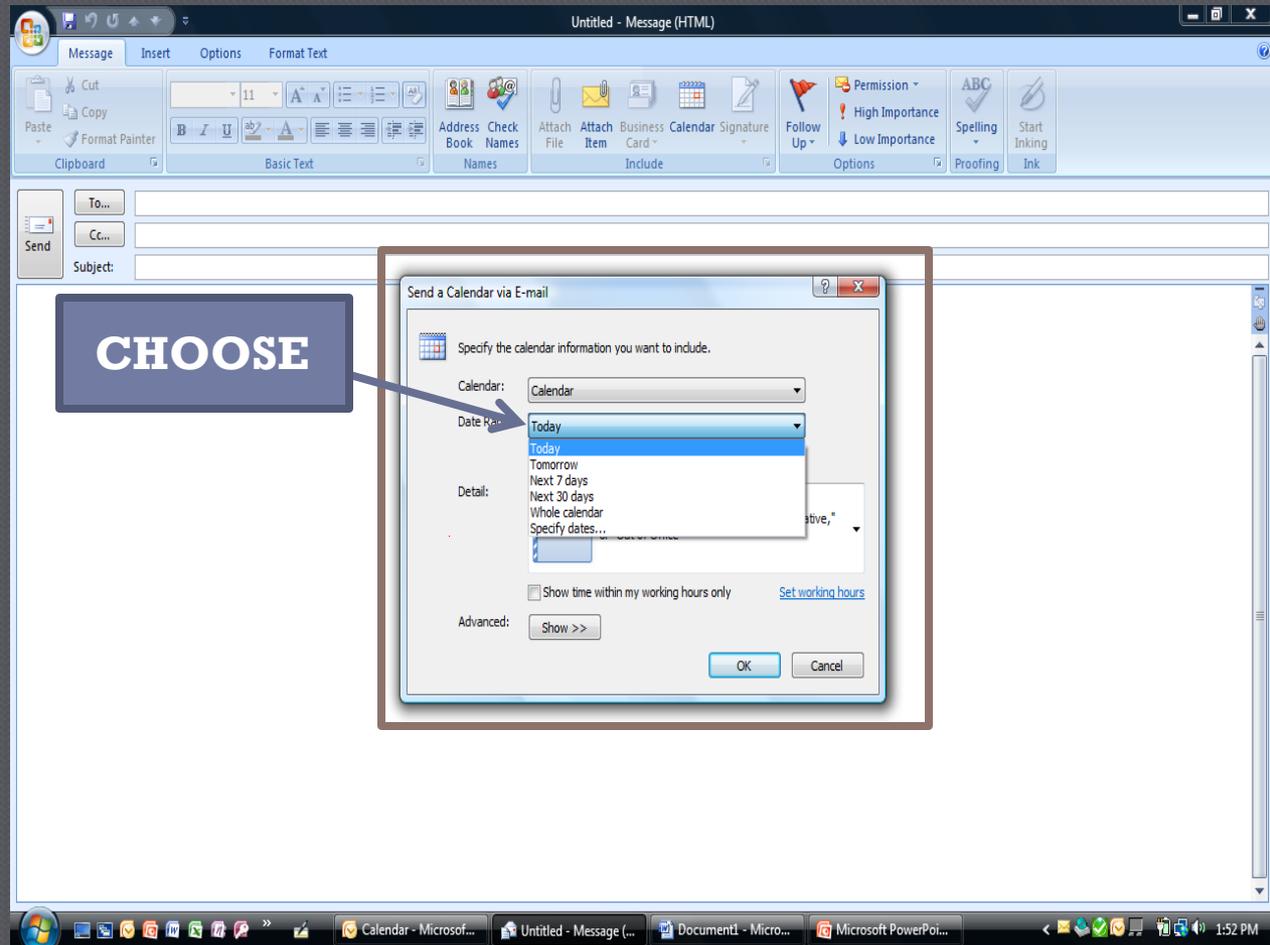


Send a Calendar via Email

STEP 3

Choose which day(s) you wish to share from the drop-down menu.

Once complete, select **OK**



The calendar will appear in body of email message

Robert D. Miess Calendar - Message (HTML)

Message Insert Options Format Text

Cut Copy Paste Format Painter Clipboard

Calibri (Bo 11 A A Basic Text

Address Book Check Names Names

Attach File Attach Item Business Card Include

Signature

Follow Up

Permission High Importance Low Importance Options

Spelling Proofing

Start Inking Ink

To...

Cc...

Send

Subject: Robert D. Miess Calendar

Attached: Robert D. Miess Calendar.ics (2 KB)

March 2011

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

■ Busy ■ Tentative ■ Out of Office □ Free ■ Outside of Working Hours

March 2011

▲ Fri, Mar 04

□	Before 8:00 AM	Free
□	8:00 AM – 9:00 AM	Free
■	9:00 AM – 10:00 AM	Busy
□	10:00 AM – 11:00 AM	Free
■	11:00 AM – 12:00 PM	Busy
□	12:00 PM – 1:00 PM	Free
■	1:00 PM – 2:00 PM	Busy
□	2:00 PM – 5:00 PM	Free
□	After 5:00 PM	Free

Calendar - Microsof... Robert D. Miess Cal... Document1 - Micro... Microsoft PowerPoi... 1:59 PM

Step 4: Address message and click Send

The screenshot shows the Microsoft Outlook interface. The window title is "Robert D. Miess Calendar - Message (HTML)". The ribbon includes "Message", "Insert", "Options", and "Format Text". The "To:" field contains "Jeff Sieg," and the "Send" button is circled in red. The subject is "Robert D. Miess Calendar" and an attachment "Robert D. Miess Calendar.ics (2 KB)" is listed. The main content area displays a calendar for March 2011 with a detailed view for Friday, March 04.

March 2011

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Legend: Busy Tentative Out of Office Free Outside of Working Hours

March 2011

Fri, Mar 04

<input type="checkbox"/>	Before 8:00 AM	Free
<input type="checkbox"/>	8:00 AM – 9:00 AM	Free
<input checked="" type="checkbox"/>	9:00 AM – 10:00 AM	Busy
<input type="checkbox"/>	10:00 AM – 11:00 AM	Free
<input checked="" type="checkbox"/>	11:00 AM – 12:00 PM	Busy
<input type="checkbox"/>	12:00 PM – 1:00 PM	Free
<input checked="" type="checkbox"/>	1:00 PM – 2:00 PM	Busy
<input type="checkbox"/>	2:00 PM – 5:00 PM	Free
<input type="checkbox"/>	After 5:00 PM	Free

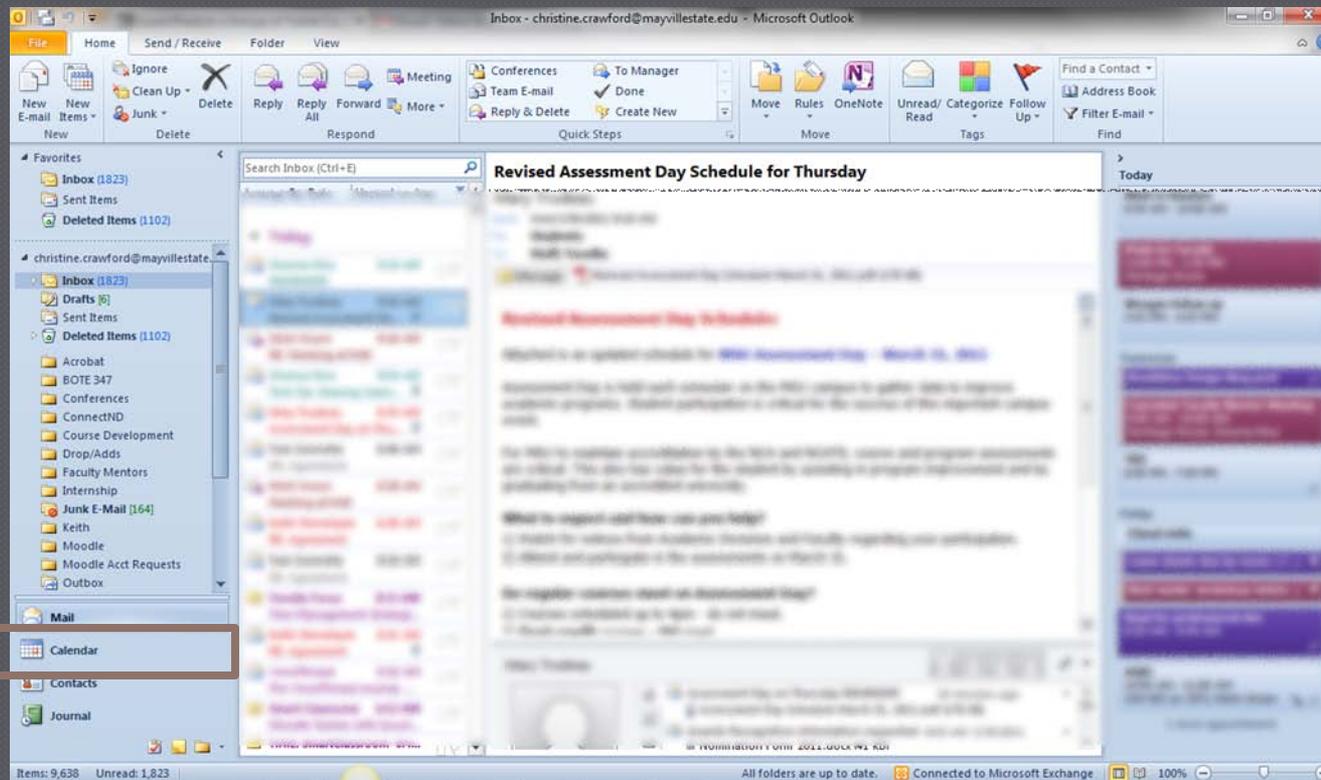
Microsoft Outlook

2010

Sharing Calendar by Email

STEP 1

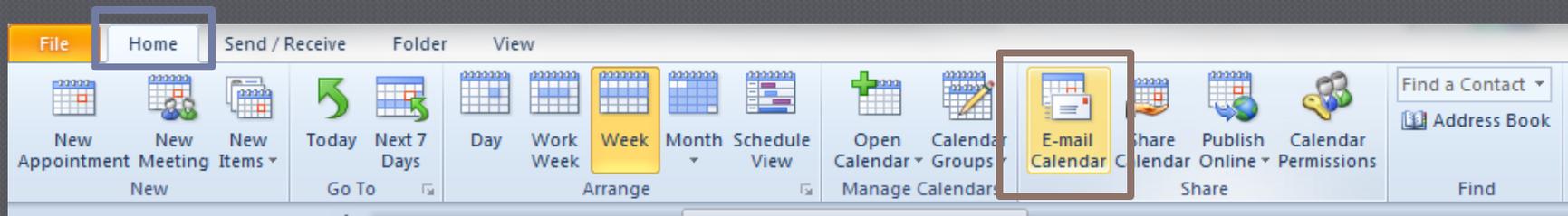
- Click the Calendar in the navigation pane



Sharing Calendar by Email

STEP 2

- On the **Home** tab, in the **Share** group, click **E-mail Calendar**

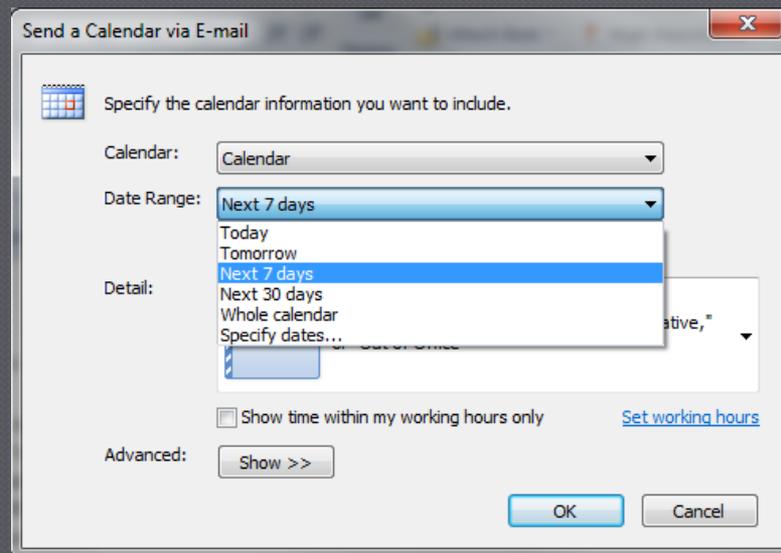


Click

Sharing Calendar by Email

STEP 3

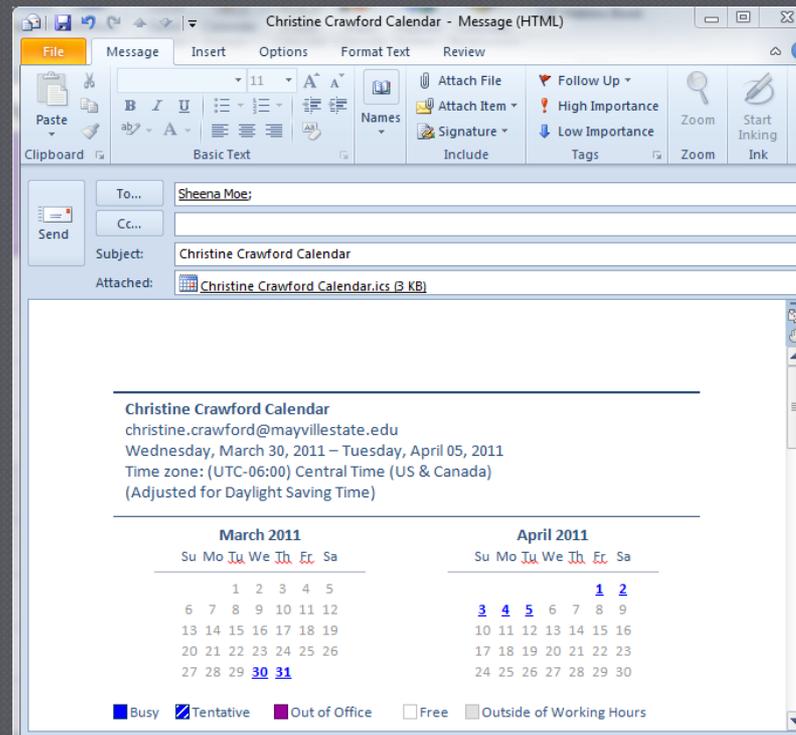
- In the dialog box that appears, choose your options and format and click **OK**.



Sharing Calendar by Email

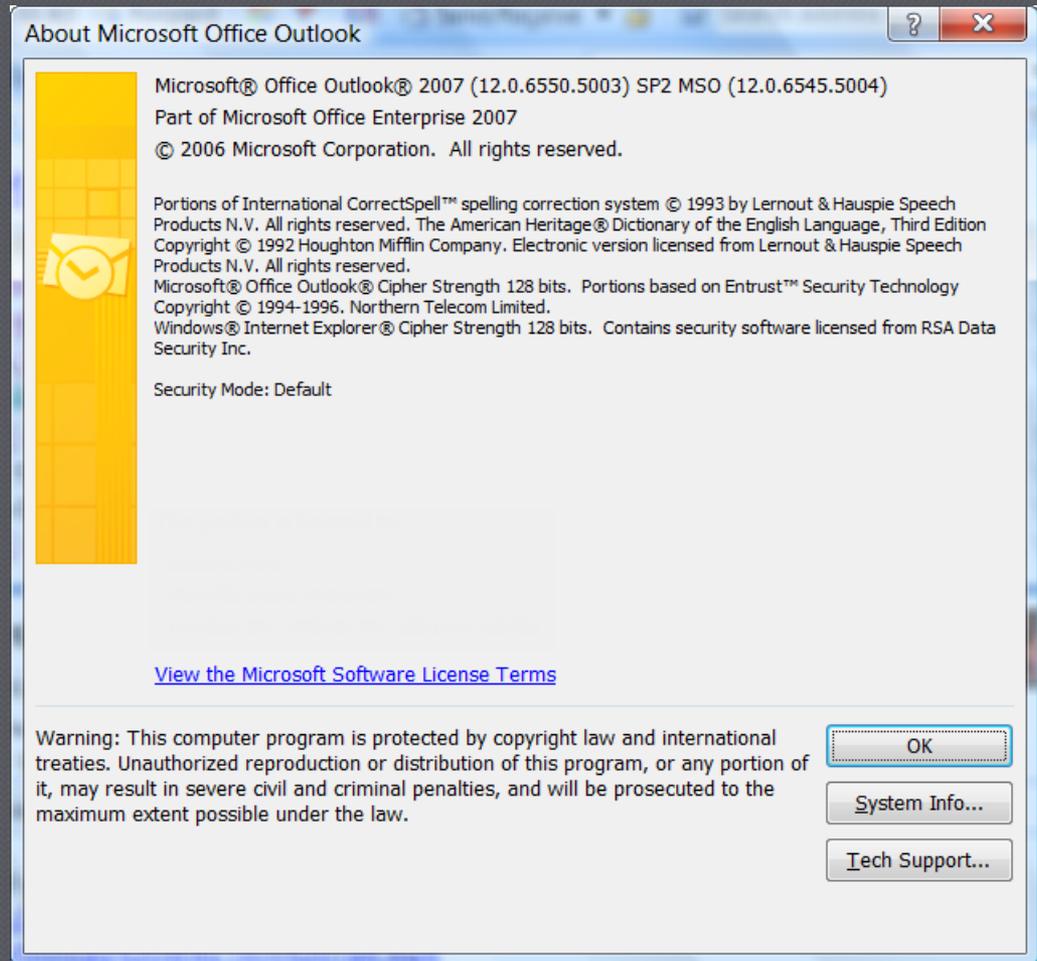
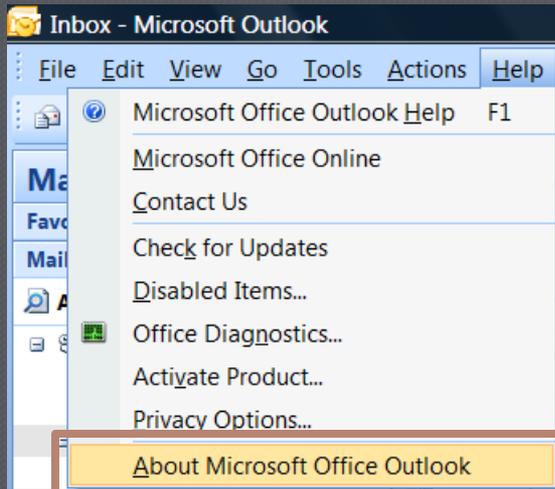
STEP 4

- Enter or select any other options that you want, just as if you were sending an e-mail message.



To locate your version

...in Office 2007



...in Office 2010

The screenshot shows the Microsoft Office 2010 interface. At the top, the 'File' menu is open, displaying options: Save As, Save Attachments, Info, Open, Print, Help (highlighted with a yellow bar), Options, and Exit. Below the menu, the 'Support' section is visible, featuring a question mark icon and the text 'Microsoft Office Help Get help using Microsoft Office.' Other support options include 'Getting Started' (with a globe icon) and 'Contact Us' (with a group of people icon). The 'Tools for Working With Office' section includes 'Options' (with a document icon) and 'Check for Updates' (with a computer icon and a green arrow). On the right side, the Microsoft Office logo is displayed, followed by the text 'Product Activated' and 'Microsoft Office Professional Plus 2010'. Below this, a list of included applications is provided: Microsoft Access, Microsoft Excel, Microsoft SharePoint Workspace, Microsoft OneNote, Microsoft Outlook, Microsoft PowerPoint, Microsoft Publisher, Microsoft Word, and Microsoft InfoPath. A link for 'Change Product Key' is also present. The 'About Microsoft Outlook' section lists the version as 14.0.5128.5000 (32-bit) and provides links for 'Additional Version and Copyright Information', 'Microsoft Customer Services and Support', and 'Microsoft Software License Terms'. The product ID is also listed as 02260-018-0000106-48392.

File Home Send / Receive Folder View

Save As
Save Attachments
Info
Open
Print
Help
Options
Exit

Support

 **Microsoft Office Help**
Get help using Microsoft Office.

 **Getting Started**
See what's new and find resources to help you learn the basics quickly.

 **Contact Us**
Let us know if you need help or how we can make Office better.

Tools for Working With Office

 **Options**
Customize language, display, and other program settings.

 **Check for Updates**
Get the latest updates available for Microsoft Office.

Office

Microsoft®

Product Activated

Microsoft Office Professional Plus 2010
This product contains Microsoft Access, Microsoft Excel, Microsoft SharePoint Workspace, Microsoft OneNote, Microsoft Outlook, Microsoft PowerPoint, Microsoft Publisher, Microsoft Word, Microsoft InfoPath.

[Change Product Key](#)

About Microsoft Outlook

Version: 14.0.5128.5000 (32-bit)
[Additional Version and Copyright Information](#)
Part of Microsoft Office Professional Plus 2010
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Product ID: 02260-018-0000106-48392
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