

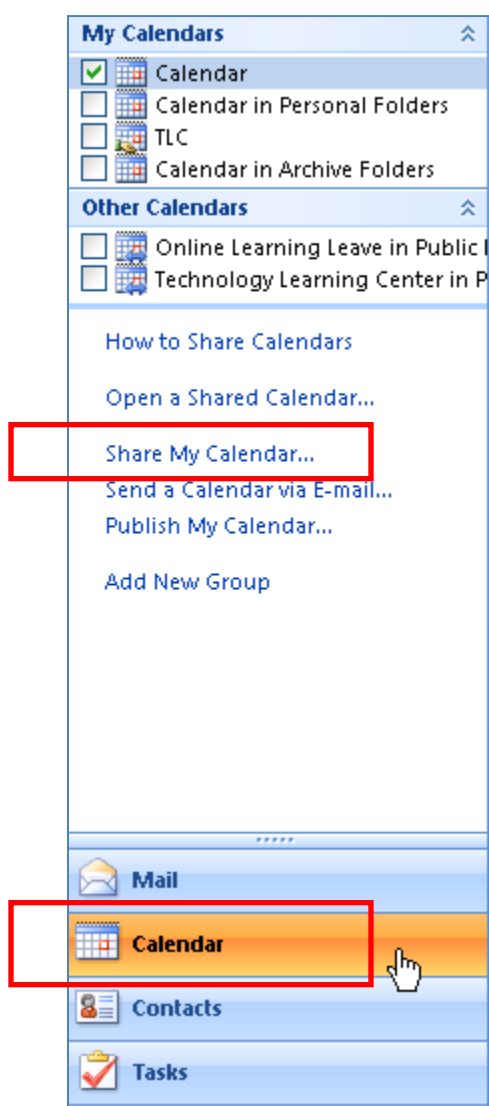
# Exchange 2007

## Working With Calendars

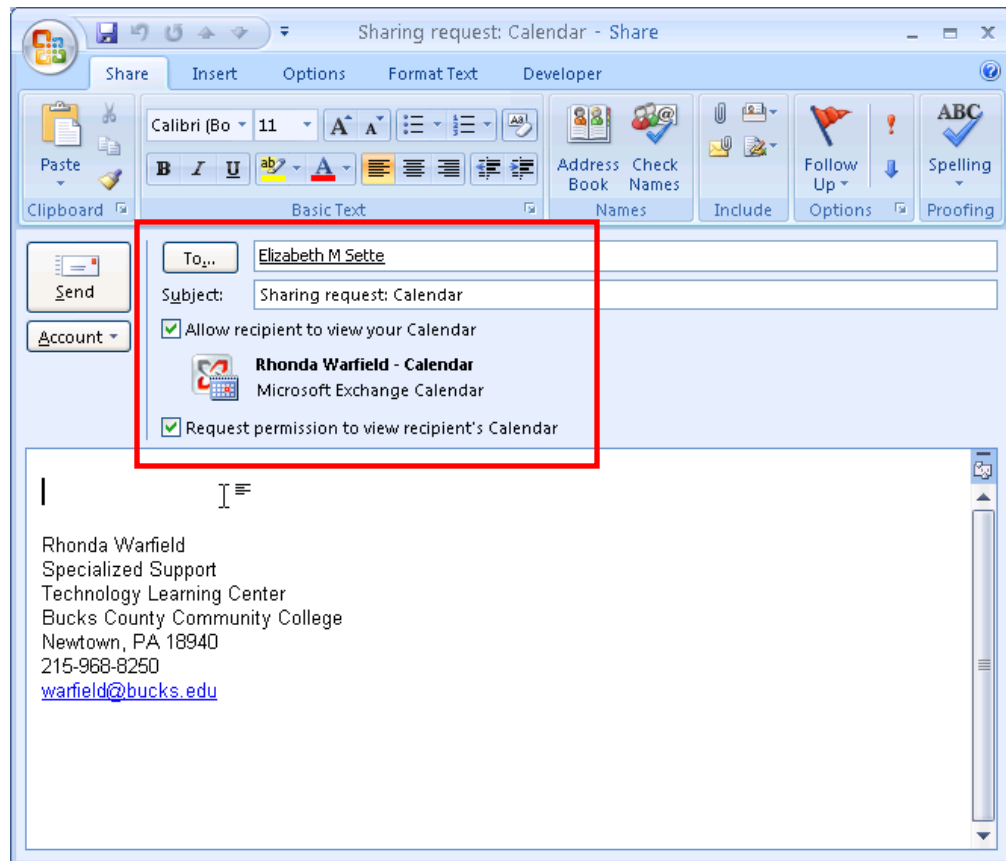
You can share calendar information with other people by using Microsoft Office Outlook 2007 in many ways. Sharing calendars can make it easier to collaborate with people. In **Calendar**, in the **Navigation Pane**, there are several links to help you get started quickly with calendar sharing. This tutorial describes the ways to share calendar information by using the links in the **Calendar Navigation Pane**.

### 1. Share Your Calendar

- Click the **Calendar Icon** located at the bottom left of the navigation pane.
- In the **My Calendars** navigation pane, click **Share My Calendar...**

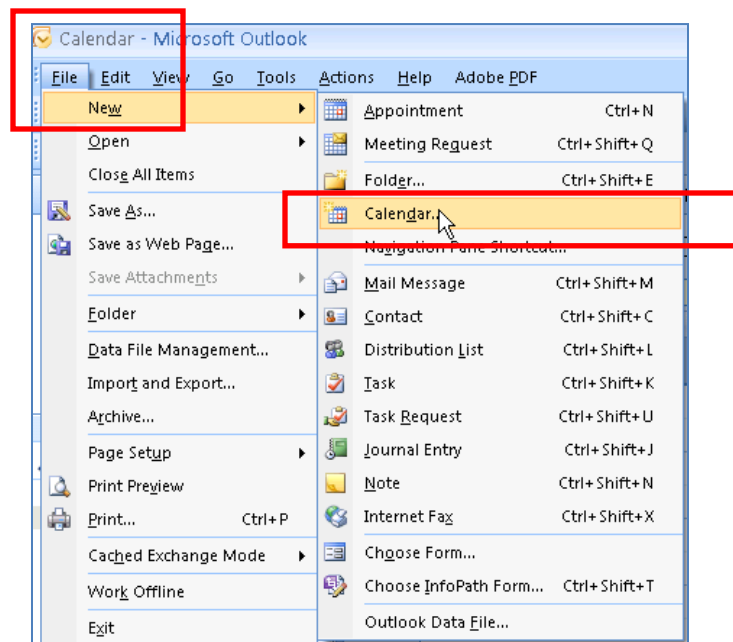


- In the **To...** textbox enter the name of the person who is to share your calendar.
- To view the recipient's calendar, click the check box next to **Request permission to view recipient's Calendar**. When completed, click the **Send** button.

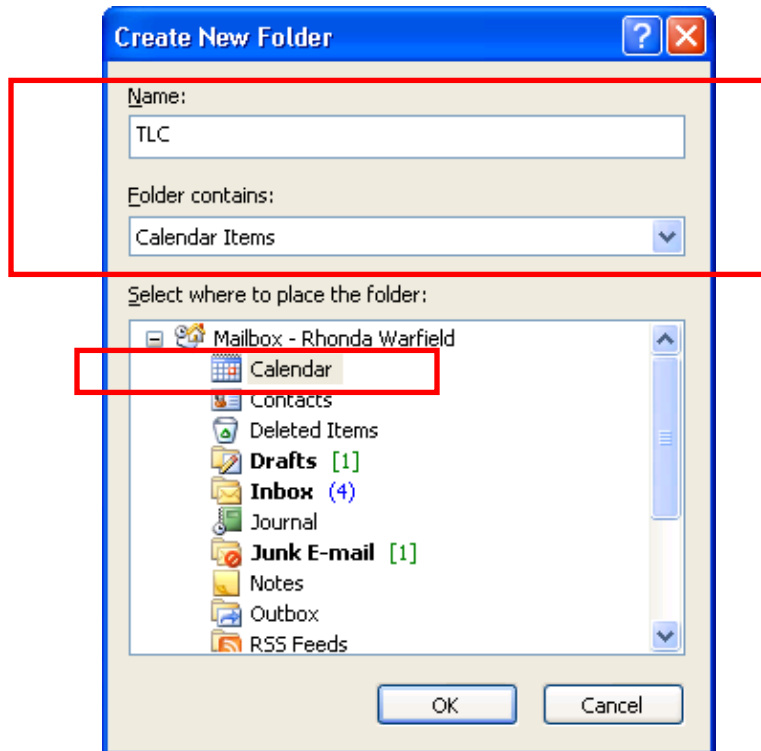


## 2. Create and Share a Custom Calendar

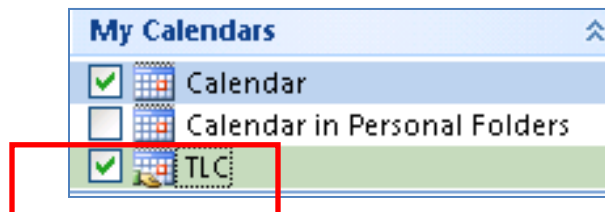
- With the Calendar open, click the **File** menu option, then the **New** menu option, and then the **Calendar...** menu option.



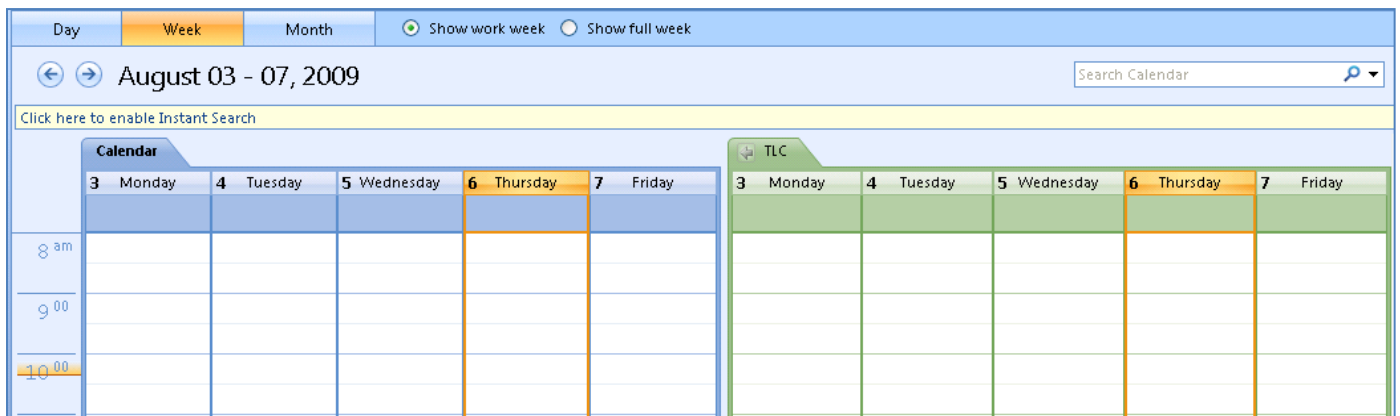
- In the **Name:** textbox, type a name for the new calendar.
- In the **Folder contains:** textbox, make sure the **Calendar Items** option is selected.
- In the **Select where to place the folder:** list, click the **Calendar** option and then click the **OK** button.



- The new calendar appears in the **My Calendars** navigation pane.

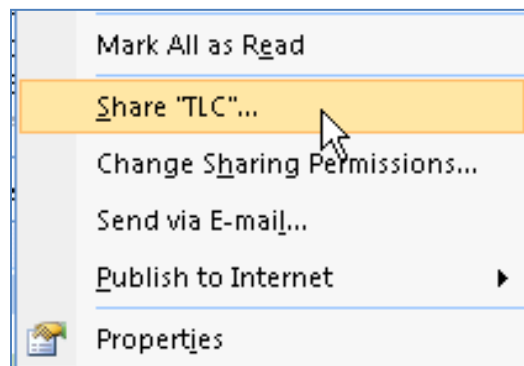


- To view a calendar, click the checkbox next to the calendar name. When multiple check boxes are selected, the calendars appear in side-by-side view.

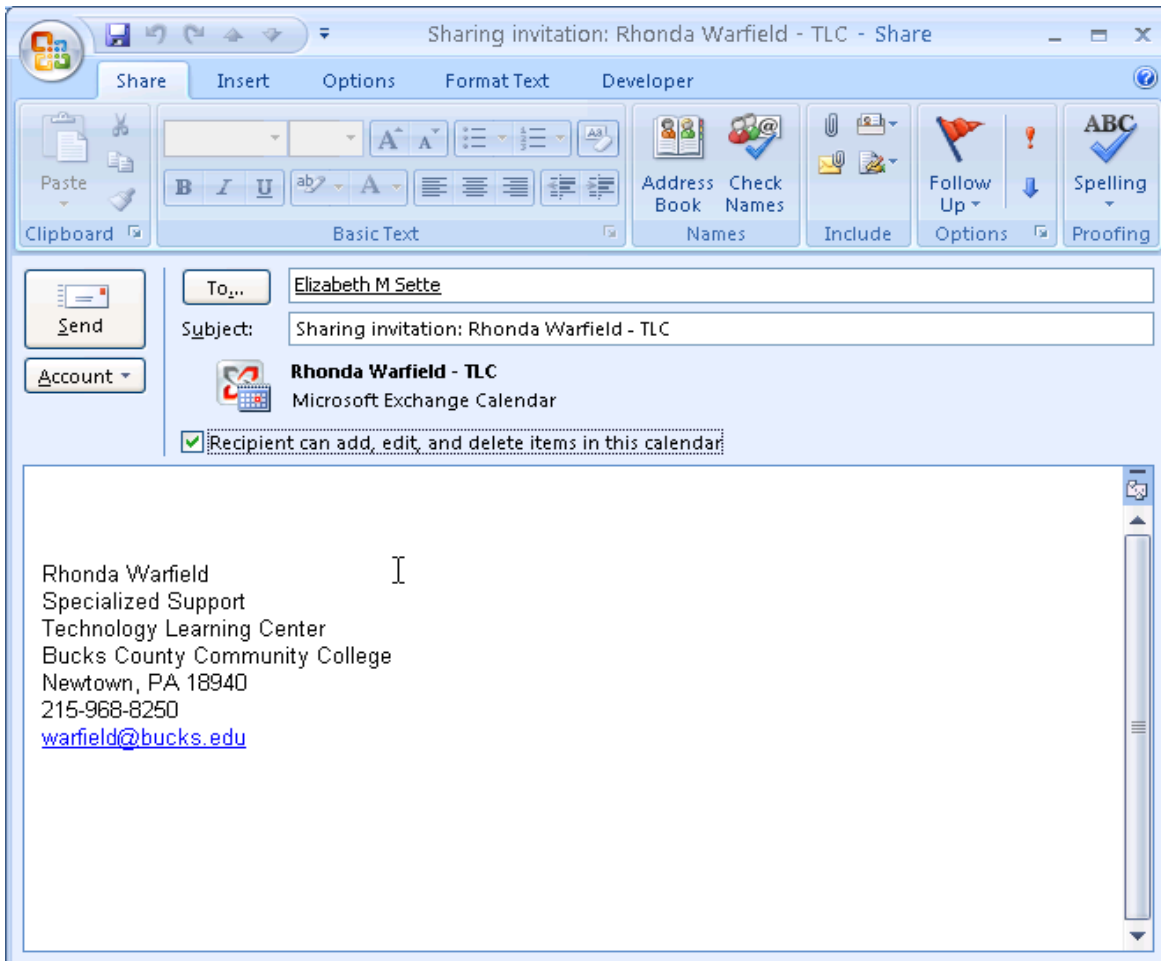


### Share a Custom Calendar with Specific People

- Go to the **My Calendars** navigation pane and right click on the custom calendar icon. For this tutorial we will select TLC.
- Click **Share “TLC”...**

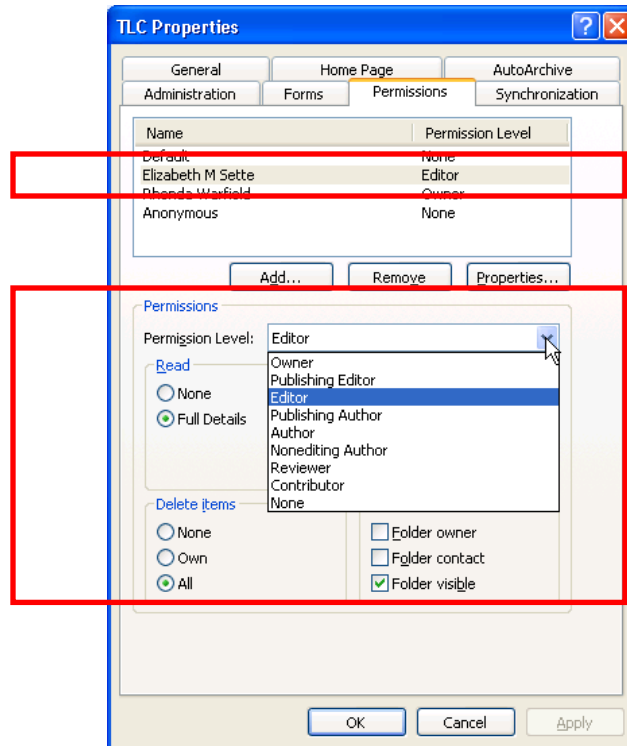


- Go to the **To...** textbox and enter the name of the person that you want to grant access to view the TLC calendar.
- To give that person **Editor Rights** (add, edit and delete items in calendar), click the check box next to **Recipient can add, edit, and delete items in this calendar.**
- To give that person **Reviewer Rights** (read items in calendar only), **uncheck the Recipient can add, edit, and delete items in this calendar.**



### 3. To change/edit permissions for people sharing the custom calendar:

- Go to the **My Calendars** navigation pane and right click on the custom calendar icon.
- Click **Change Sharing Permissions....**
- Go to the **Name** section and click the name of the person whose permission level you want to change/edit. For this tutorial we will choose Elizabeth M Sette.
- At the **Permissions** section, click the down arrow to the right of the **Permission Level** to change the permission level.
- When finished, click the **Apply** button followed by the **OK** button.



**A Note about Shared Calendars:** With Exchange 2007, accessing a “users” shared calendar has changed from the methods previously used. **It is important to note that you must have been granted rights to the folder/calendar you are trying to access.** To view a shared calendar, please use the following links, replacing "[favreb@adminbucks.edu](mailto:favreb@adminbucks.edu)" with the correct email address of the account you are trying to access. <https://exchcas.bucks.edu/owa/favreb@adminbucks.edu/?cmd=contents&f=calendar>

**Note:** For more information on Sharing Calendars go to Outlook Help and type the words “share calendar”.

