The calendar tool in Office 2010 can share information with other people in many ways. Sharing calendars can make it easier to collaborate with people. There are several links to help you get started quickly with calendar sharing in the Calendar option in the Navigation Pane. This tutorial describes the ways to share calendar information by using the links in the Calendar Navigation Pane.

Share Your Calendar

1. Click the Calendar Icon (located at the bottom left of the navigation pane.)

2. In the Home ribbon, click Share Calendar
3. In the To… textbox enter the name or email address of the person who is to share your calendar.

4. 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.

Create and Share a Custom Calendar

1. On the Home ribbon with the Calendar open, click the Open Calendar option, then click the Create New Blank Calendar… menu option.
2. In the **Name**: textbox, type a name for the new calendar.

3. In the **Folder contains**: textbox, make sure the **Calendar Items** option is selected.

4. In the **Select where to place the folder** list, click the **Calendar** option and then click the **OK** button.

![Create New Folder dialog box](image1.png)

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

6. To view a calendar, click the checkbox next to the calendar name.

![Calendar view](image2.png)
7. When multiple check boxes are selected, the calendars appear in a side-by-side view.

Share a Custom Calendar with Specific People

1. Go to the My Calendars navigation pane and right click on the custom calendar. For this tutorial we will right click the TLC calendar.

2. Move the mouse cursor over Share, then click Share Calendar.
3. Next, enter the name of the person that you want to grant access to view the TLC calendar in the To… textbox.

4. 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**.

5. To give that person **Reviewer Rights** (read items in calendar only), **uncheck the Recipient can add, edit, and delete items in this calendar**.

![Image of a computer screen with a sharing invitation]

**To change/edit permissions for people sharing the custom calendar:**

1. Go to the **My Calendars** navigation pane and right click on the custom calendar.

2. Move the mouse cursor over **Share**, then click **Calendar Permissions**.
3. 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 Charlene Pipito.

4. At the **Permissions** section, click the down arrow to the right of the **Permission Level** to change the permission level.

5. When finished, click the **OK** button.