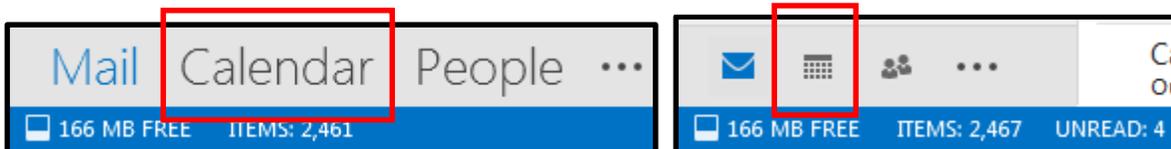


# Exchange / Outlook 2013 - Working With Calendars

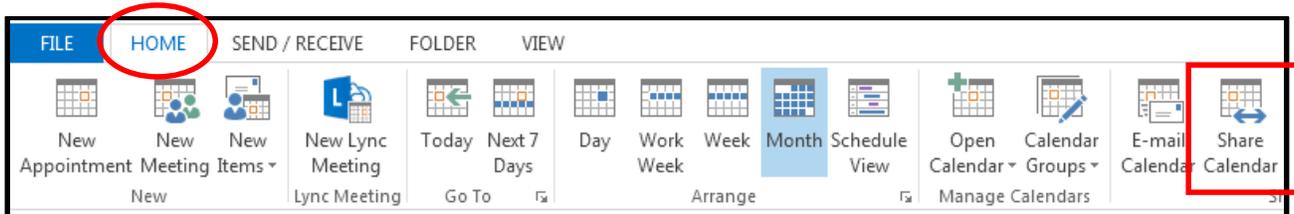
The calendar tool in Office 2013 can share information with other people in many ways. Sharing calendars can make it easier to collaborate with people. There are several links to help you get started quickly with calendar sharing in the **Calendar** option in the **Navigation Pane**. This tutorial describes the ways to share calendar information by using the links in the **Calendar Navigation Pane**.

## Share Your Calendar

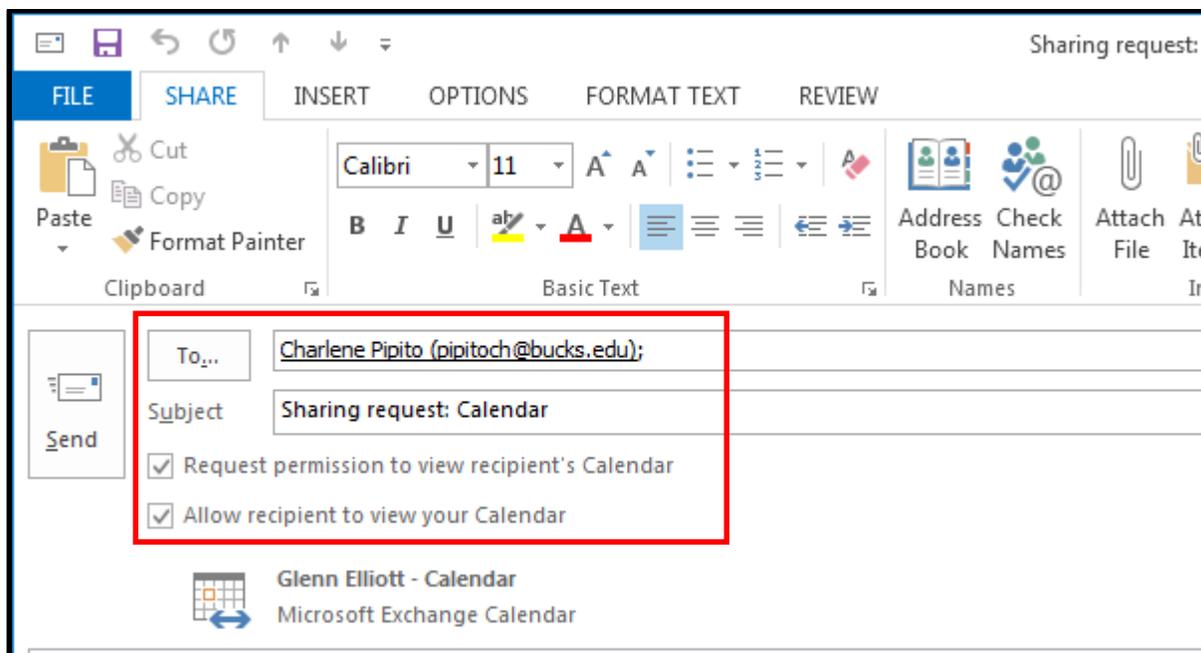
1. Click **Calendar** or the **Calendar icon** (depending on your view settings) located at the bottom left of Outlook 2013.



2. In the **Home** ribbon, click **Share Calendar**

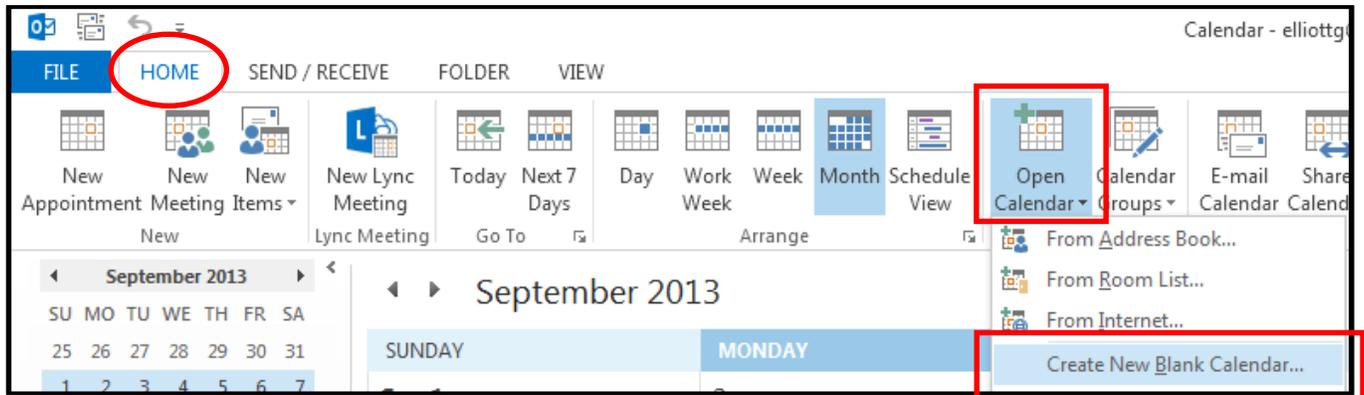


3. In the **To...** textbox enter the name or email address of the person you wish to share your calendar with. To view the recipient's calendar, click the check box next to **Request permission to view recipient's Calendar**. When completed, click the **Send** button.

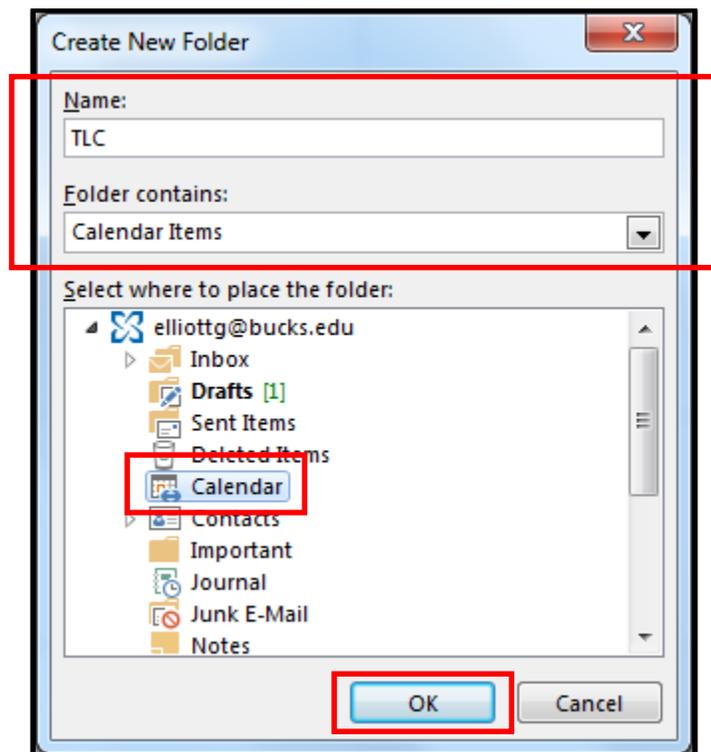


## Create and Share a Custom Calendar

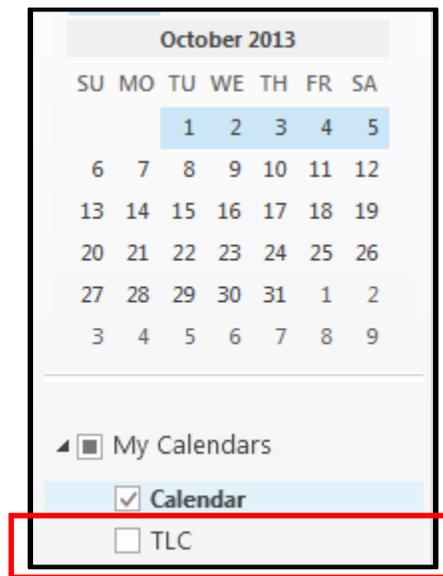
1. On the **Home** ribbon with the Calendar open, click the **Open Calendar** option, then click the **Create New Blank Calendar...** menu option.



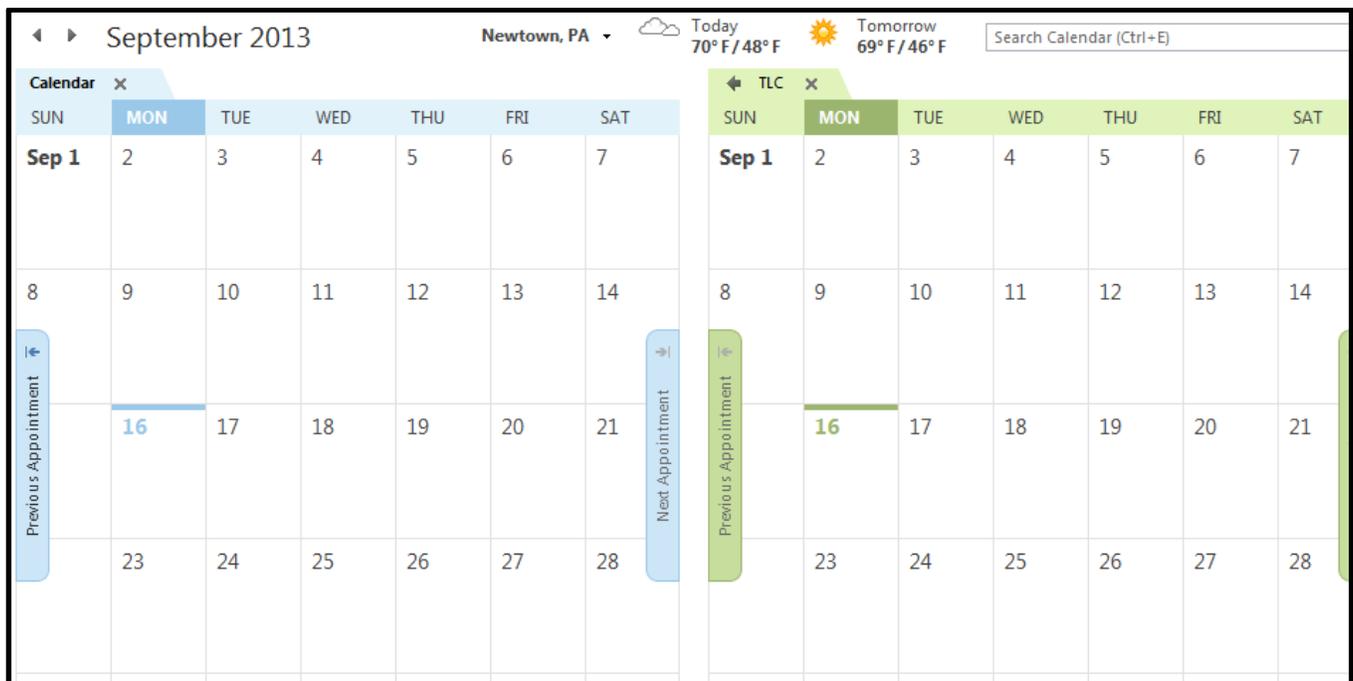
2. In the **Name:** textbox, type a name for the new calendar. In the **Folder contains:** textbox, make sure the **Calendar Items** option is selected. In the **Select where to place the folder:** list, click the **Calendar** option and then click the **OK** button.



- The new calendar appears in the **My Calendars** navigation pane. To view a calendar, click the checkbox next to the calendar name.

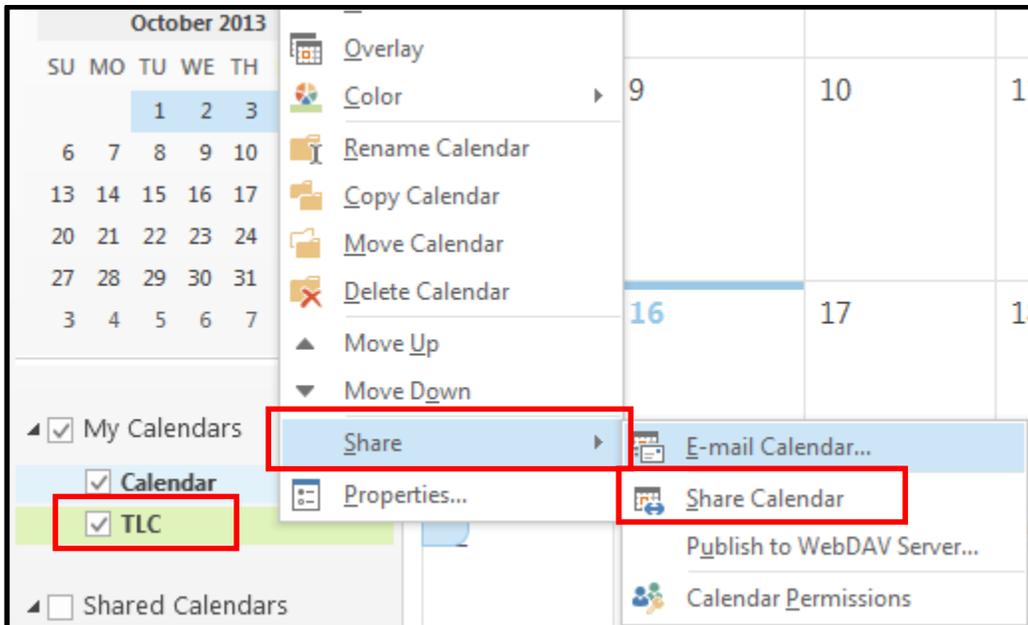


- When multiple check boxes are selected, the calendars appear in a side-by-side view.

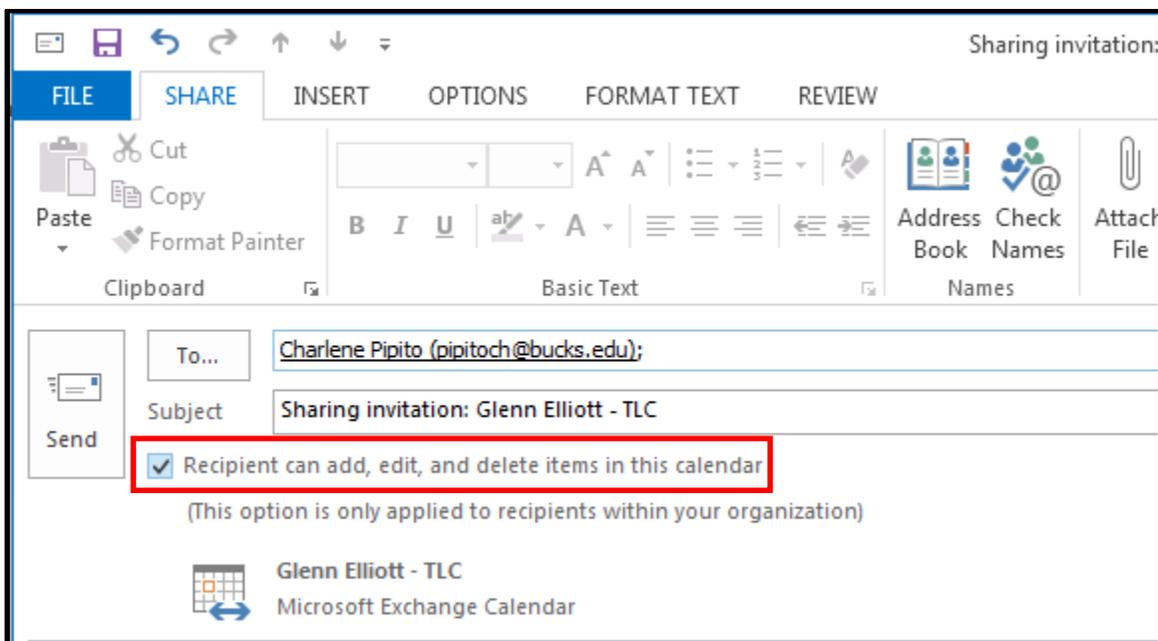


## Share a Custom Calendar with Specific People

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. Move the mouse cursor over **Share**, then click **Share Calendar**.

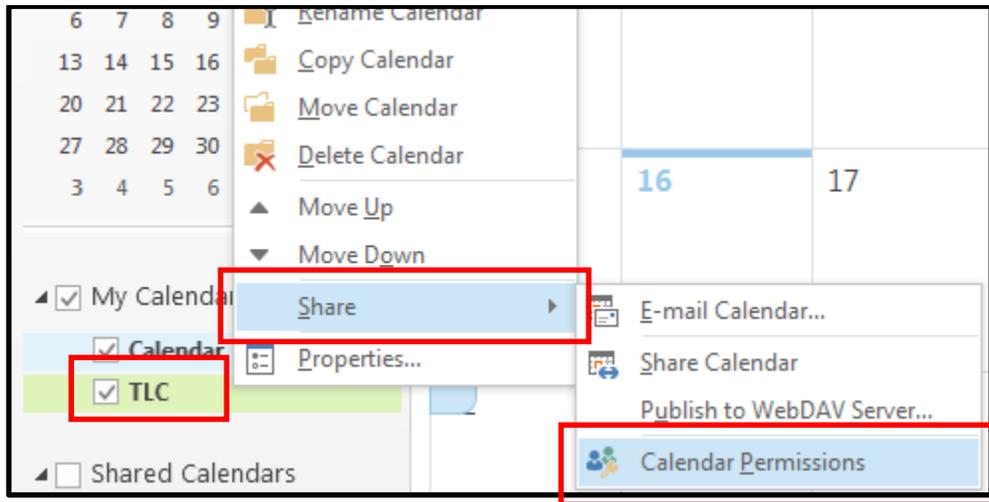


3. Next, enter the name of the person that you want to grant access to view the TLC calendar in the **To...** textbox. To give that person **Editor Rights** (add, edit and delete items in calendar), click the check box next to **Recipient can add, edit, and delete items in this calendar**. To give that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



## 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. Move the mouse cursor over **Share**, then click **Calendar Permissions**.



2. 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. At the **Permissions** section, click the down arrow to the right of the **Permission Level** to change the permission level. When finished, click the **OK** button.

