How Do I Share an Outlook Calendar (Outlook 2010)

Introduction

This procedure outlines the steps necessary to share your Outlook calendar with one or more colleagues. By following the steps below, your calendar will be viewable (i.e. read-only) within your colleague’s outlook calendar, and a “side by side” calendar display is created.

Share an Outlook 2010 Calendar

1. Open up Microsoft Outlook 2010 and select Calendar from the Navigation Pane.
2. You will see your Calendar. Select **Share Calendar** from the **Quick Access toolbar**.

![Share Calendar button in Outlook](image)

3. You will now see a **Sharing invitation** message appear as seen below. Complete the message as follows:
   a. In the **To...** field, enter (or select) one or more recipients you wish to share your calendar with. Separate multiple recipients with semicolons.
   b. Leave the default text in the **Subject** field, or change the text as needed.
   c. If you wish to view the recipient’s calendar as well (in addition to them seeing your calendar) check the option to **Request permission to view recipient’s Calendar**.
   d. Leave the **Allow recipient to view your Calendar** option checked.
   e. Click on the **Send** button.
4. After you click on the **Send** button, you will be prompted to confirm you intent to share your calendar with the recipient(s). Click on the **Yes** button to continue.

5. An email message is sent to the recipient(s) you specified in the sharing invitation. When your recipient(s) open this message, they will need to click on the **Open this Calendar** option within the invitation message toolbar to view your calendar.
6. When your recipient clicks on the **Open this Calendar** option your calendar becomes available to them. They can click on the Calendar tab and within the mid-section of the Navigation Pane, your name will appear under **Shared Calendars**.

7. Check the box next to the name to view the calendar.

**Note: the screen below is a sample of your recipient’s Calendar View.**