How to Share Your Calendar in Outlook 2010

1. Open Outlook 2010 on your desktop.
2. Click on Calendar.
3. The calendar view opens. Under My Calendars, click on Calendar – Your GSU email address.
4. Right click on Calendar – Your GSU email address to get a menu.
5. A box will appear. Click on Permissions and click Add.
6. The global address list will appear. Search for a name, select it, click Add and click OK.
7. Choose the permissions level for each person that you add. Below are the most common ones that you will use.
   a. Reviewer - they can only read events on your calendar
   b. Author – can read/add/delete only the events they create on your calendar
   c. Publishing Editor – can read/add/delete all events on your calendar
8. Click Apply and OK.

To Open a Shared Calendar in Outlook 2010

1. Open Outlook 2010 on your desktop.
2. Click on Calendar.
3. Click on Open Calendar at the top middle of the ribbon.
4. A menu appears. Click on Open Shared Calendar.
5. Click on name. The global address list will appear. Search for a name, select it & click OK.
6. The shared calendar will appear.

The shared calendar will remain available in Outlook after you follow the steps the first time. You can display or hide a shared calendar using the check box next to the calendar's name on the left side of the window.