



Share a Calendar or change Calendar Permissions in Outlook

ABSTRACT

Date: 8th March 2023



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How to Grant Permission to View Diaries

MS Outlook offers a calendar/diary feature, that allows you to schedule appointments to help you keep track of your working day. This feature also allows other people to view your appointments on a daily basis.

Step 1: Select Calendar

1. Open MS. Outlook



Figure 1: MS Outlook

2. Click on the Calendar icon.



Figure 2: Calendar Icon in Outlook

3. Locate the Calendar you wish to share.

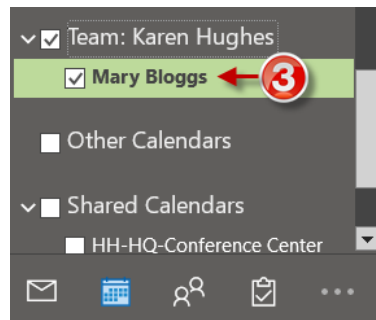


Figure 3: Selected Calendar



Please Note: The above example in *figure 3* is from a test account called Mary Bloggs. The calendar you wish to share may have your own name etc. Please make sure you select the correct calendar.



Step 2: Granting Permission.

4. Right click on the Calendar name.

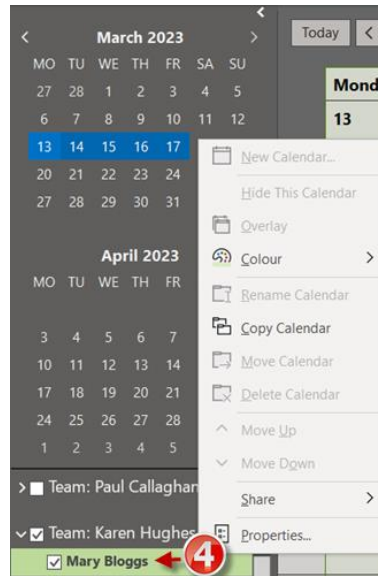


Figure 4: Mary Bloggs Account

5. Click the Properties.

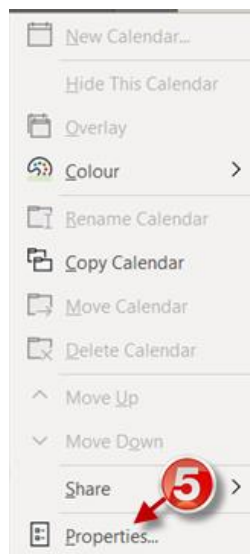


Figure 5: Properties



6. Click Permissions tab

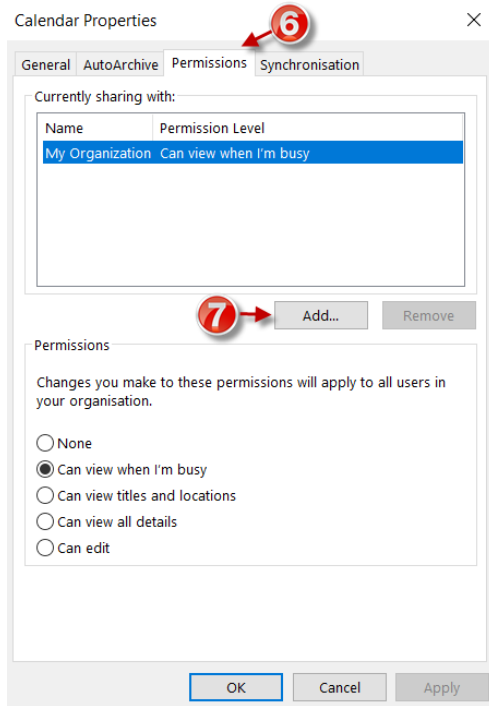


Figure 6: Calendar Properties

7. Click Add

8. Choose Name Only

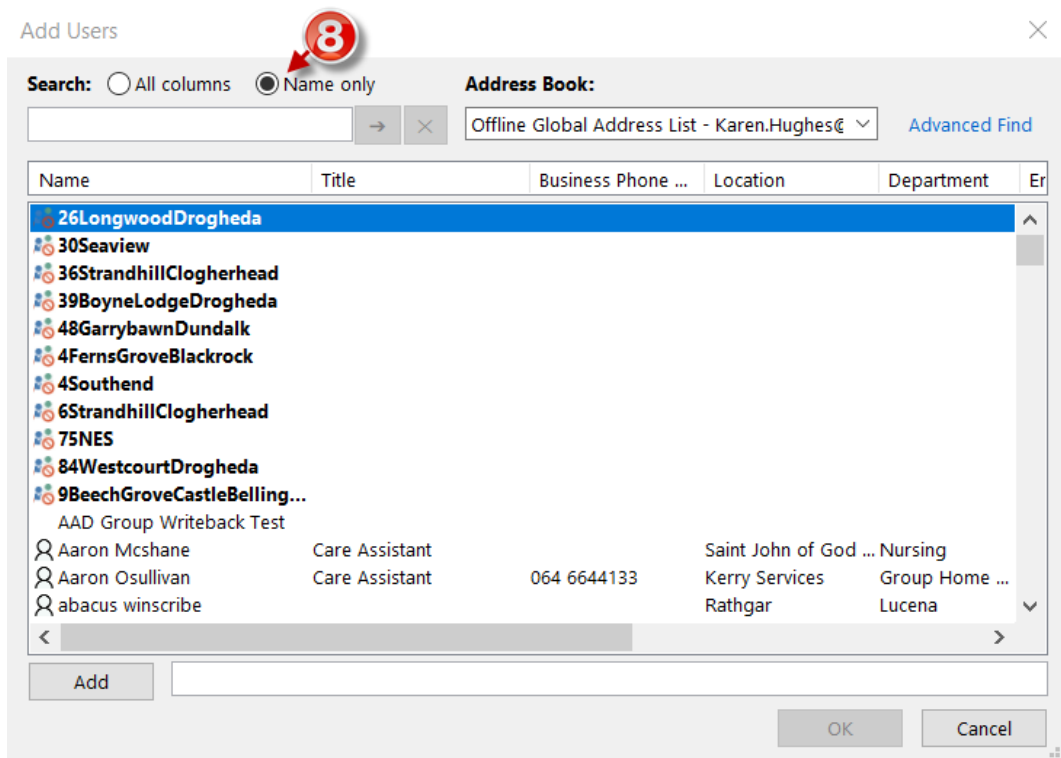


Figure 7: Adding User



9. Type in the name of the person you wish allow to view your calendar.

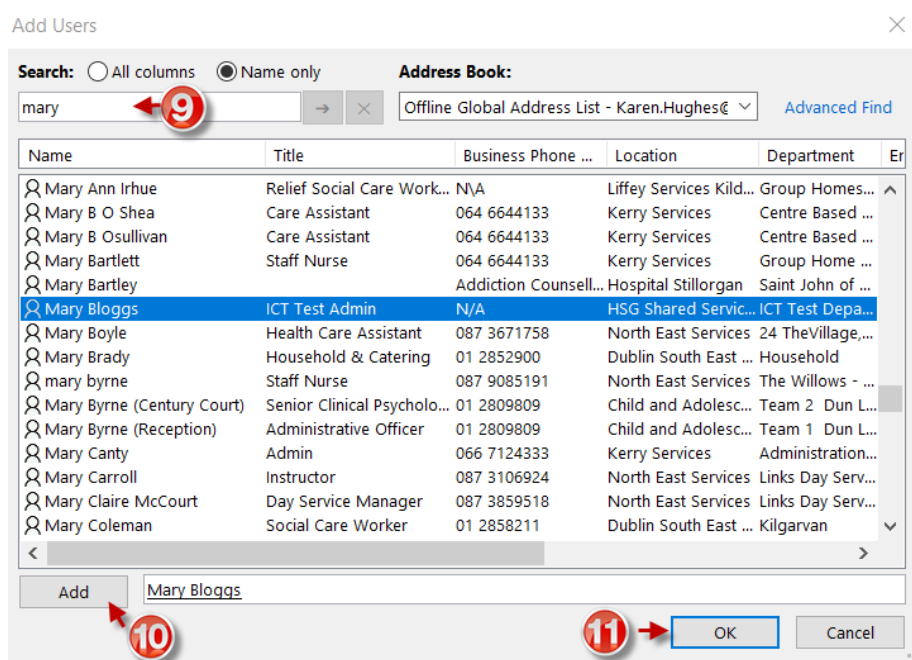


Figure 8: Finding Colleagues

10. Click add when you find the person's name.

11. Click Ok.



12. You will now see the name of the person that can view your calendar.

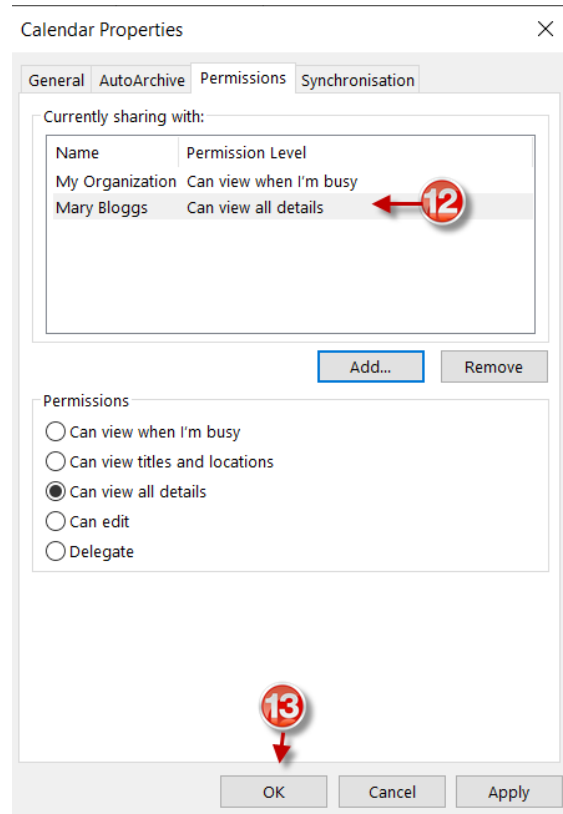


Figure 9: Calendar Properties

13. Click Ok, you have now completed how to grant permissions to shared calendars in MS Outlook.



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