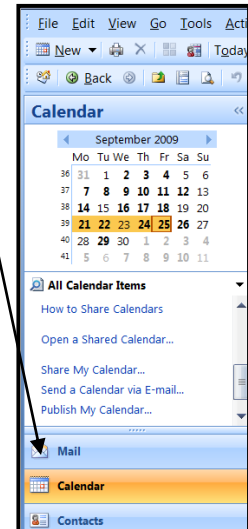


# Outlook 2007: Sharing Your Own Calendar

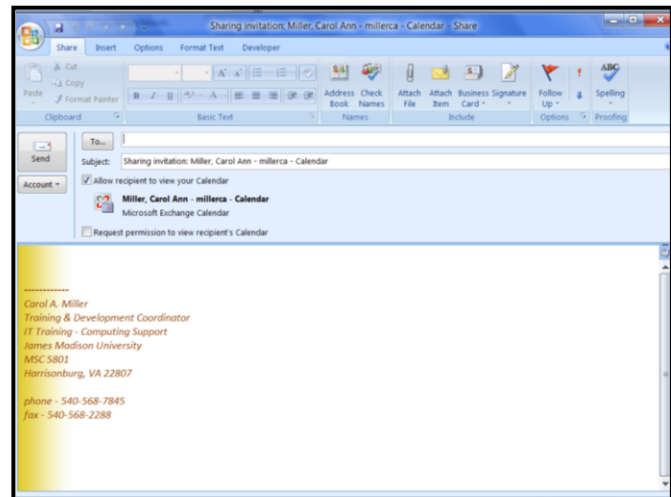
## Sharing Your Own Calendar

You have complete control over who sees your calendar and how much detail they see. You can share or discontinue sharing information at any time.

1. Open the **Outlook Calendar**.
2. Note the options in the **Navigation Pane**.
3. **Click on Share My Calendar**. An e-mail will open with a checkmark already in the box **Allow recipients to view your calendar**.



4. Either **type** the e-mail names in the **To** box, or **click on To** and open the **Global Address List** or **Personal Contacts** and **select** the recipients.
5. **Type any comments** needed in the **body of the e-mail**. Notice that there is also a box to **Request permission to view recipient's calendar**. That box can be checked also.



6. Before the message is sent, the following box appears. By default all sharing invitations give recipients **Reviewer** status. This allows the person to read all the details of your schedule, but not to add or change any entries.
7. If this **permission level** is appropriate, click **Yes** to allow the person access to your calendar.
8. You will receive the following confirmation.

