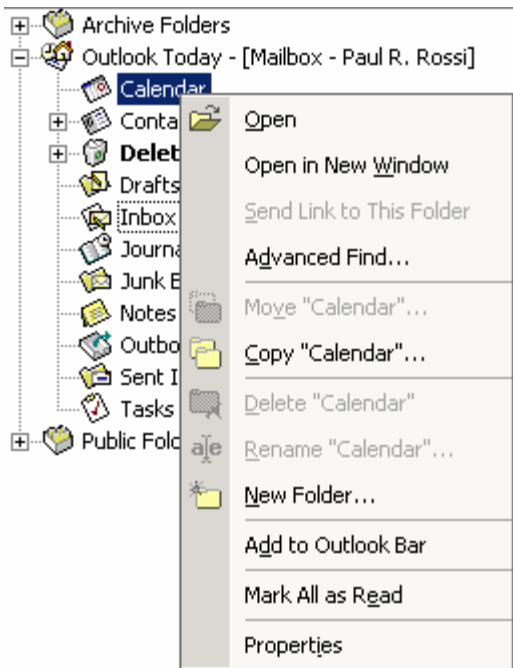


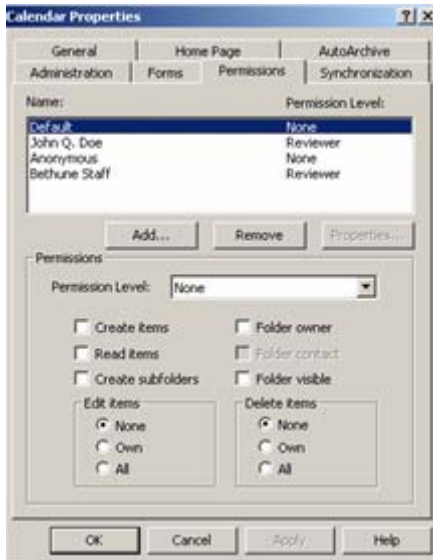
Sharing Calendars

After your computer has been switched over to the Microsoft Exchange server, one convenient function is that you now will be able to share calendar resources with others within your office space. To share your calendar:

1. Open Microsoft Outlook
2. Right Click your calendar



3. A new dialog box appears, Click on properties.



4. A Calendar Properties dialog box appears. Ensure the Permissions tab is selected.

To add a new user to your calendar permissions:

5. Click Add



6. An Add Users dialog box appears.

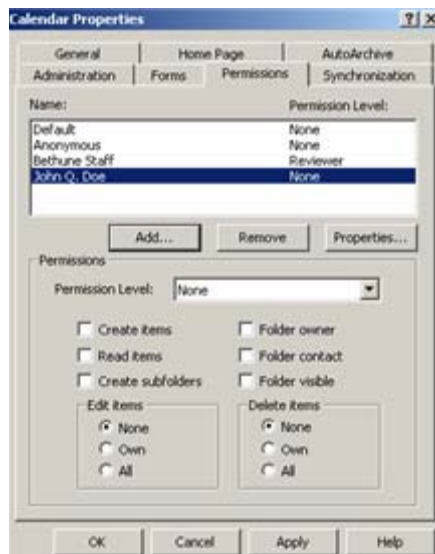
7. Select Global Address List from the Show Names from the box.

8. Scroll down the Name list until you find the user you want to add.

9. Highlight the users name and select the Add button.

10. Click OK.

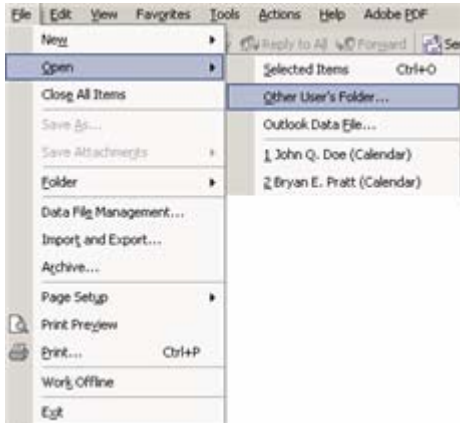
11. You will be returned to the Calendar Properties dialog box. Note now the new name is added. (select the permissions that you want to assign to this newly added name and select OK)



View Other Person's Calendar

To view other person's calendar, you must have been given permissions as stated above. If permissions have been granted, to view another person's calendar:

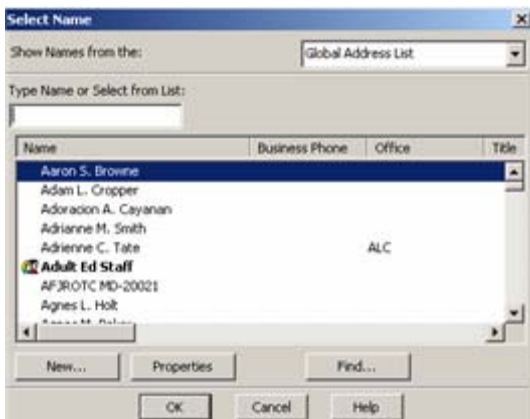
1. With Microsoft Outlook open, Click File, point to Open and click Other User's Folder.



2. An Open Other User's Folder dialog box appears.



3. Click on the Name



4. A Select Name dialog box appears
5. Ensure that the Show Names from the box indicates the Global Address List

6. In the Type Name Select from List box, type the members first, middle initial and last name or scroll down the list until you find the member
7. Click OK
8. The Open Other User's Folder box opens with your selection entered in the Name box. Select Calendar from the Folder drop down list and click OK



9. The other User's Calendar will now open and you can apply any of the changes you were given permission for.