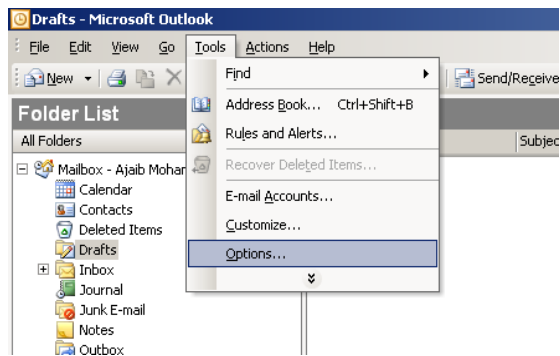


Giving Permission To your calendar

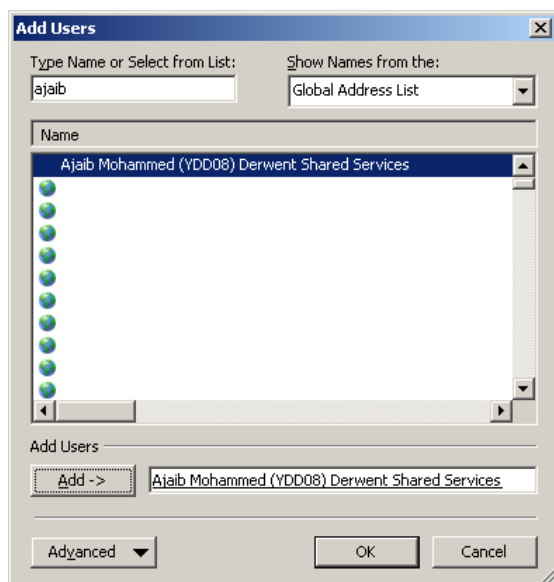
In Outlook go to tools then click on Options



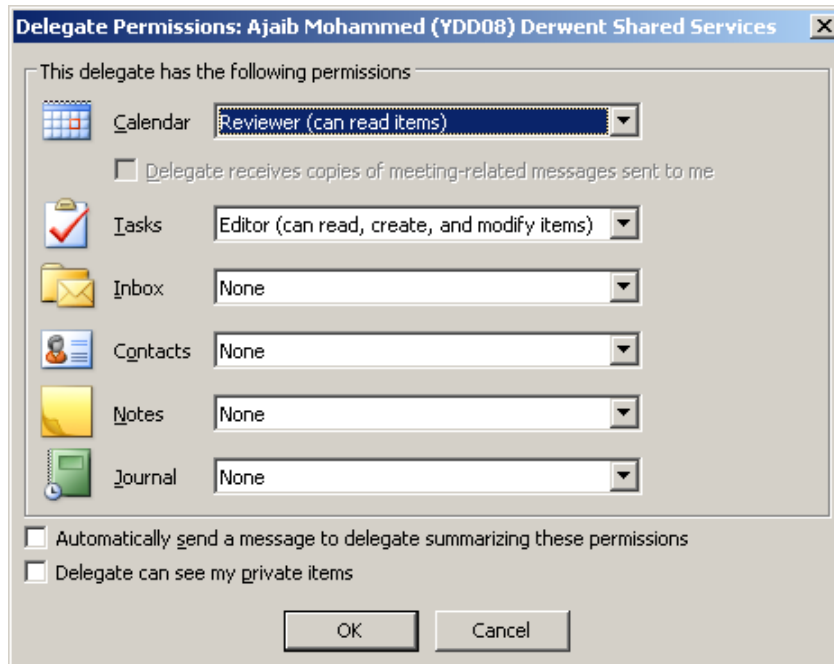
In options click on the delegates tab then Ad



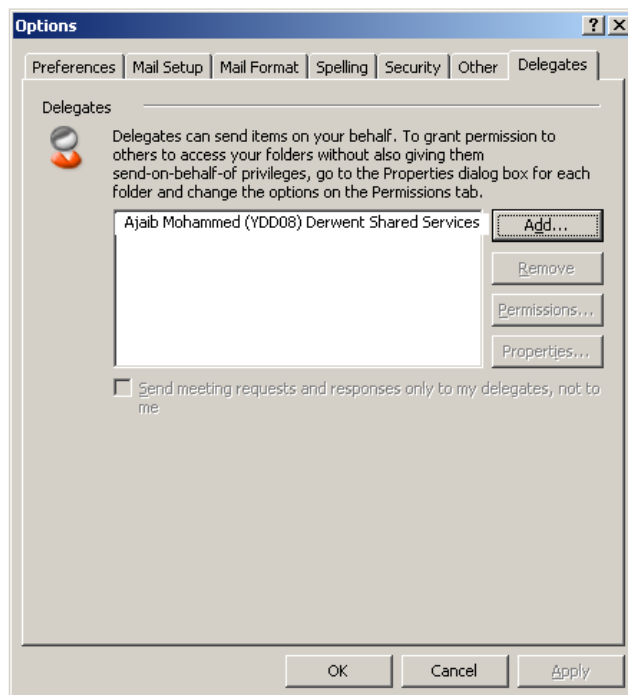
In the Add user type in the surname of the person who you wish to give access to, in the list highlight the person and then click on add then ok



The next box allows you to set the desired permission you want to give; this can be changed by clicking on the arrow next to the item and choosing the correct permission. Then click on ok

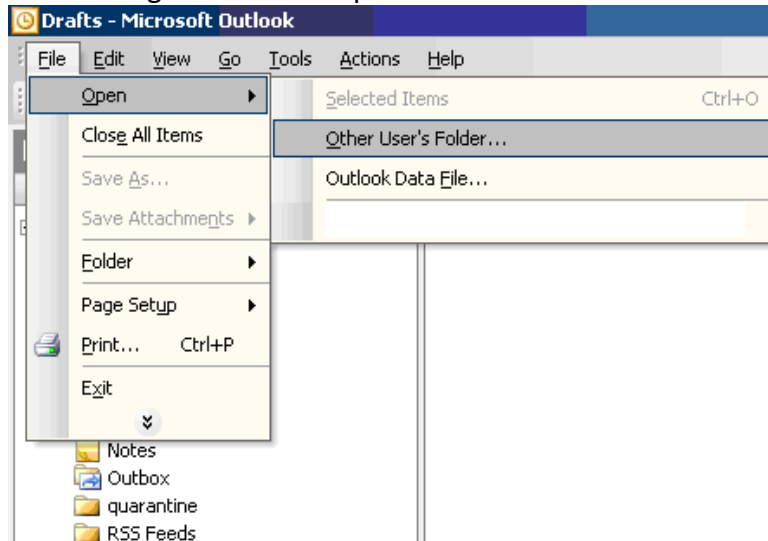


The person will now be shown as below, then click on apply and ok.



Connecting to another Users calendar when permission has been given.

In outlook go to file then open and click on other users folder



In this box type in the persons name (surname firstname) and choose calendar then click on ok.

