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About Sharing Outlook 2007 Calendars

Make your calendar visible to others and view others' calendars in Microsoft® Office Outlook® 2007. Seeing another person's schedule is helpful for planning events, checking availability, and confirming information.

Topics in this guide include:
- Share Your Calendar with Others
- Change Sharing Permissions
- Stop Sharing Your Calendar
- See Another Person's Calendar
- See Your Permissions on Another Person's Shared Calendar
- Remove Another Person's Shared Calendar

Share Your Calendar with Others

Follow these steps to share a calendar with others.

Note If you do not wish to share everything on your calendar, you should first create a duplicate calendar where you can keep your personal items.

1. In the Outlook navigation pane, click **Calendar**, and then click **Share My Calendar**. See Figure A.

2. In the **Sharing invitation** e-mail message, in the **To** box, type one or more names of the people you would like to share your calendar with.

   Note To request to view the calendar of the recipient of your e-mail message, select the **Request permission to view recipient's Calendar** check box on the **Sharing invitation** e-mail message.

3. Click **Send**, and then in the **Share this Calendar** popup message, click **Yes**.

Figure A

Change Sharing Permissions

You can change individual access levels to your calendar at any time.

1. Under My Calendars, right-click the calendar that you are sharing, and then click **Change Sharing Permissions**. See Figure B.

2. In the **Calendar Properties** dialog box, on the **Permissions** tab, click the user name of the person for whom you want to change permissions.

3. In the Permissions section, in the Permission Level list, click the permission level, and then click **OK**. See Table A for a description of permission levels.
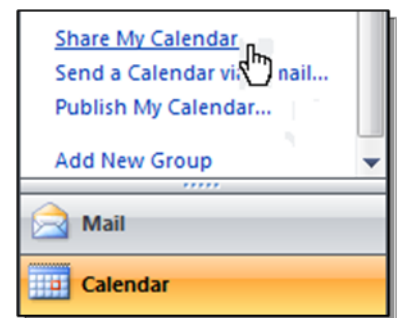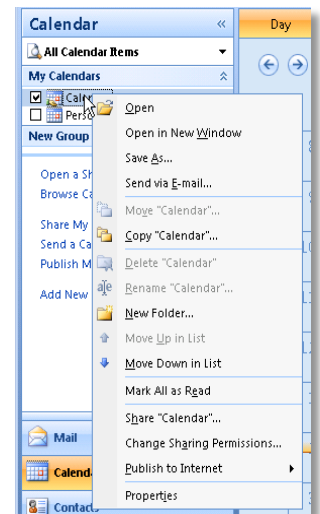

Figure B

Table A

Permission Level	Abilities
Owner	Create, read, modify, and delete all items in your calendar and create subfolders. Can also change permission levels for others. (This level not available to delegates.)
Publishing Editor	Create, read, modify, and delete all items and create subfolders. (This level not available to delegates.)
Editor	Create, read, modify, and delete all items.

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Publishing Author	Create and read items, and modify and delete only items created by the user. (This level not available to delegates.)
Author	Create and read items, and modify and delete only items created by the user.
Non-Editing Author	Create, read, and delete own items, but can't edit them.
Reviewer	Read items only.
Contributor	Create items only. (This level not available to delegates.)
Free/Busy Time, Subject, Location	View Free/Busy times, the subject line, and location of your appointments.
Free/Busy Time	View Free/Busy times only.

Stop Sharing Your Calendar

1. Under **My Calendars**, right-click the calendar that you are sharing, and then click **Change Sharing Permissions**.

2. In the **Calendar Properties** dialog box, on the **Permissions** tab, click the user name of the person with whom you would like to stop sharing.

3. Click **Remove**, and then click **OK**. See Figure C.

See Another Person's Calendar

After another person has given you permission to view his or her calendar, you will need to perform the following steps to view the calendar in Outlook.

1. In the Outlook navigation pane, click **Calendar**.

2. Click **Open a Shared Calendar**.

3. In the **Open a Shared Calendar** dialog box, in the **Name** box, either type the person's name or click **Name** to choose it from the Address Book, and then click **OK**.

The person's calendar appears side-by-side with your main calendar, as shown in Figure D. A check box for this calendar also appears under Other Calendars in the Calendar pane. Clear the check box to close the calendar.

See Your Permissions on Another Person's Shared Calendar

These steps tell you how to view your permissions only. Changes to permissions can be made only by the calendar owner.

1. In the Outlook navigation pane, click **Calendar**.

2. In the Calendar pane, under **People's Calendars**, right-click a person's name, and then click **Properties**.
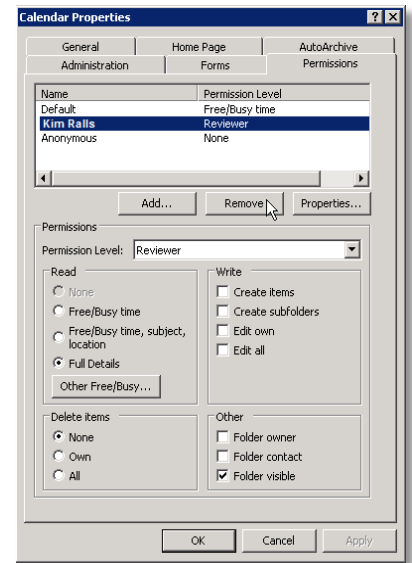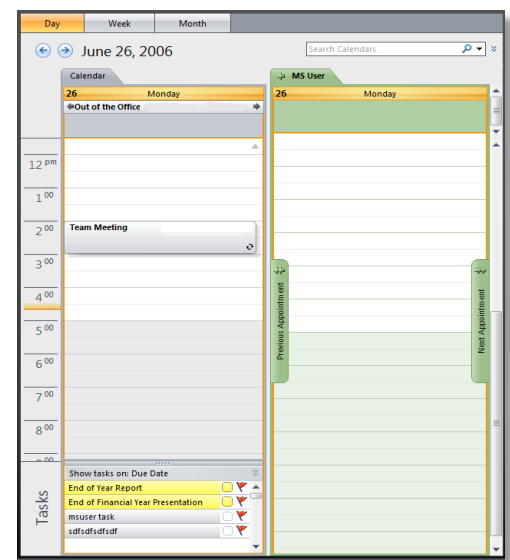

Figure C

Figure D

3. In the **Calendar Properties** dialog box, click the **Summary** tab.
You will be able to see your permissions for that person's calendar. See Figure E.

Remove Another Person's Shared Calendar

To remove another person's shared calendar from your People's Calendars list, follow these instructions.

Note Removing the shared calendar does not remove your permission to view the calendar. You can add the calendar again if you still have permissions to view the calendar.

1. In the Outlook navigation pane, click **Calendar**.

2. In the **Calendar** pane, under **People's Calendars**, right-click the person's name.

3. Click **Delete** [Person's Name]. See Figure F.

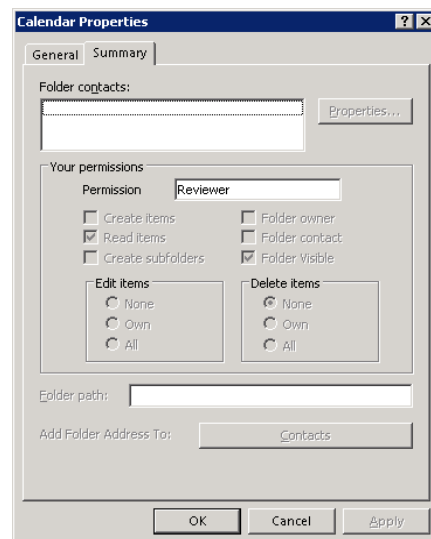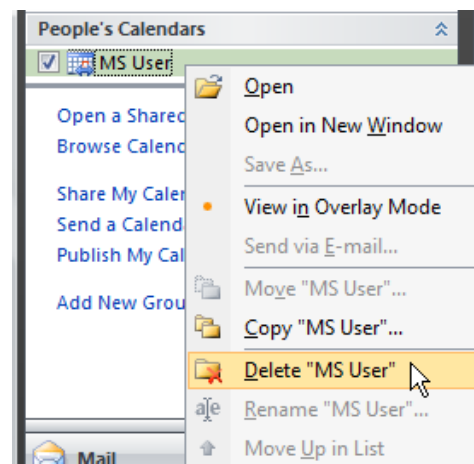Figure E

Figure F

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