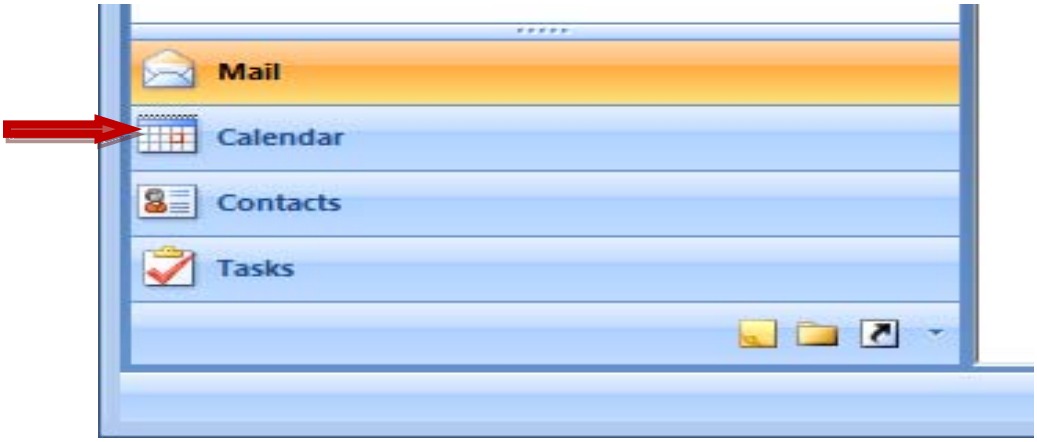
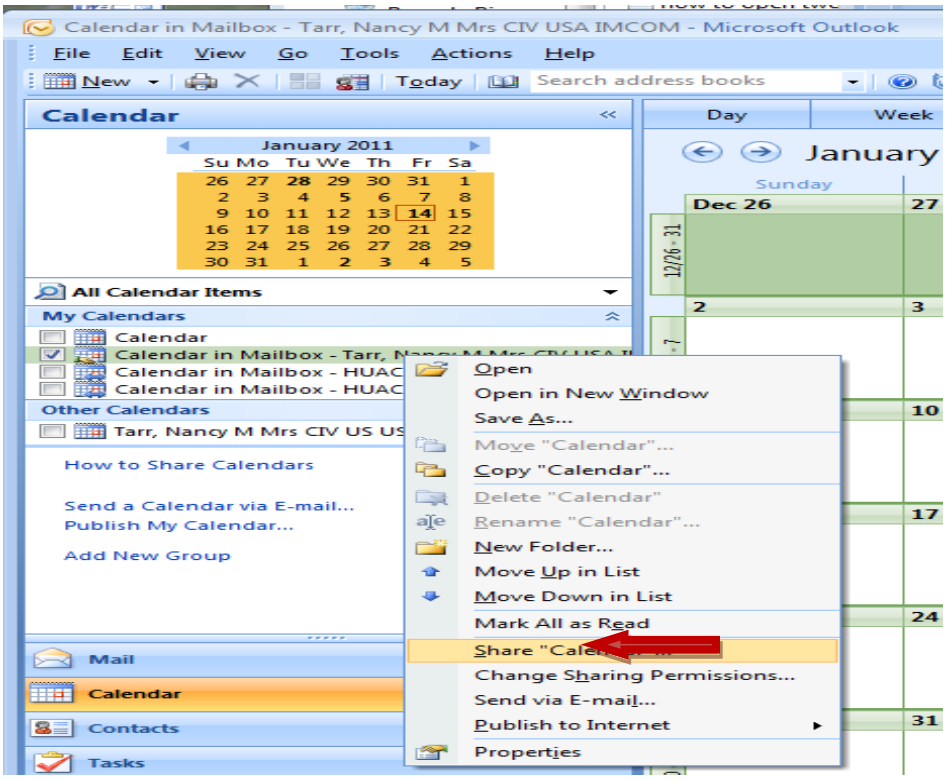
How to Share a Calendar

1. Open Outlook

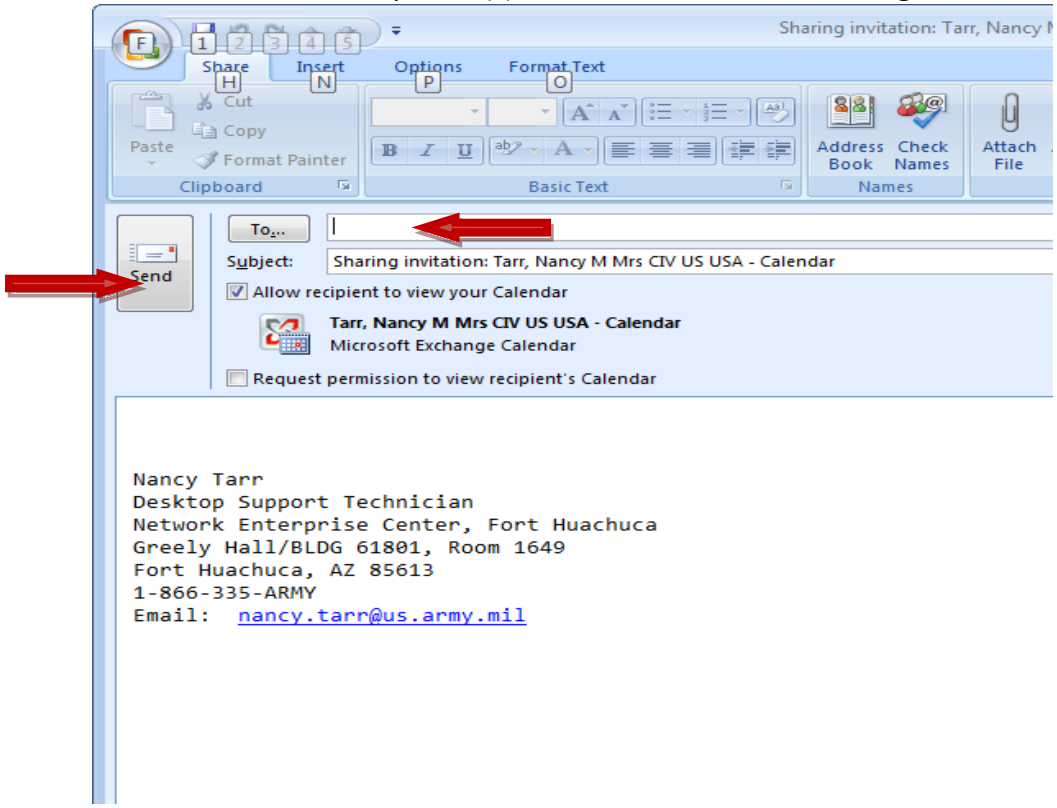
2. Click **Calendar**



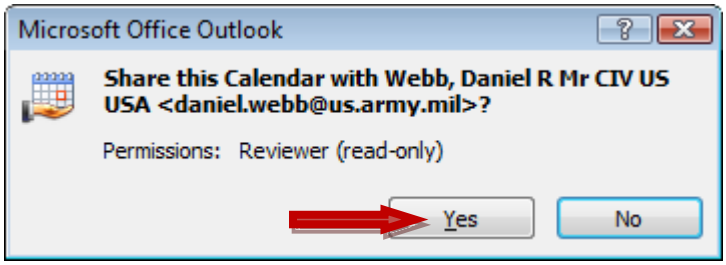
3. Right Click the desired **Mailbox Calendar**. (ie. Calendar in Mailbox – UserName…) Click **Share Calendar**



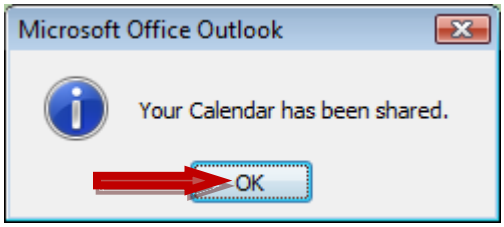
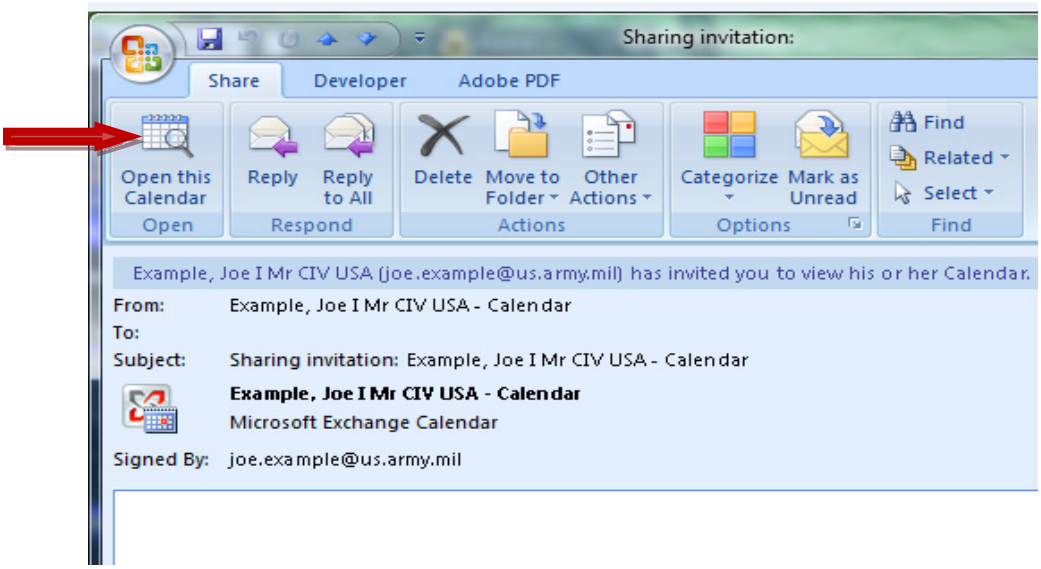
4. On the **To: Line** Select person(s) to whom view access will be granted Click **Send**



5. Click **Yes**



6. Click **OK**



7. The recipient will receive a sharing invitation, the recipient will Click **Open this Calendar** to accept