

# Sharing Your Calendar

**Microsoft Outlook 2007 and 2010**

# Why Should I Share?

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You can share your Outlook Calendar for different reasons:

- A. You want to allow someone access to your entire calendar.
- B. You want to allow someone access to a specific day, week or month on your calendar.

[Click here for Outlook 2007](#)

[Click here for Outlook 2010](#)

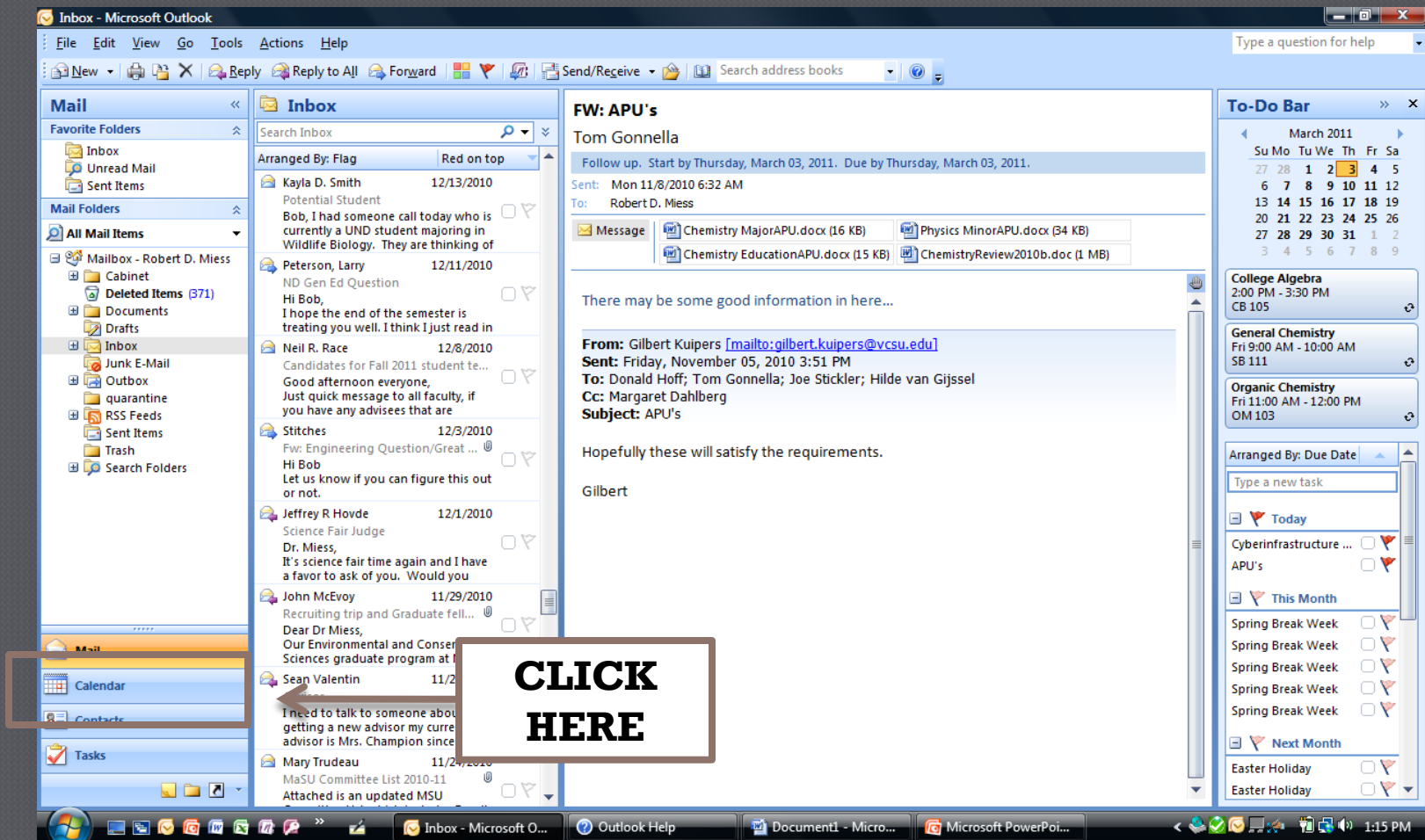
[Click here if you don't know](#)

# *Microsoft Outlook*

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2007

# Step 1. Click the Calendar button from the navigation pane



# Step 2: Click on the sharing option desired

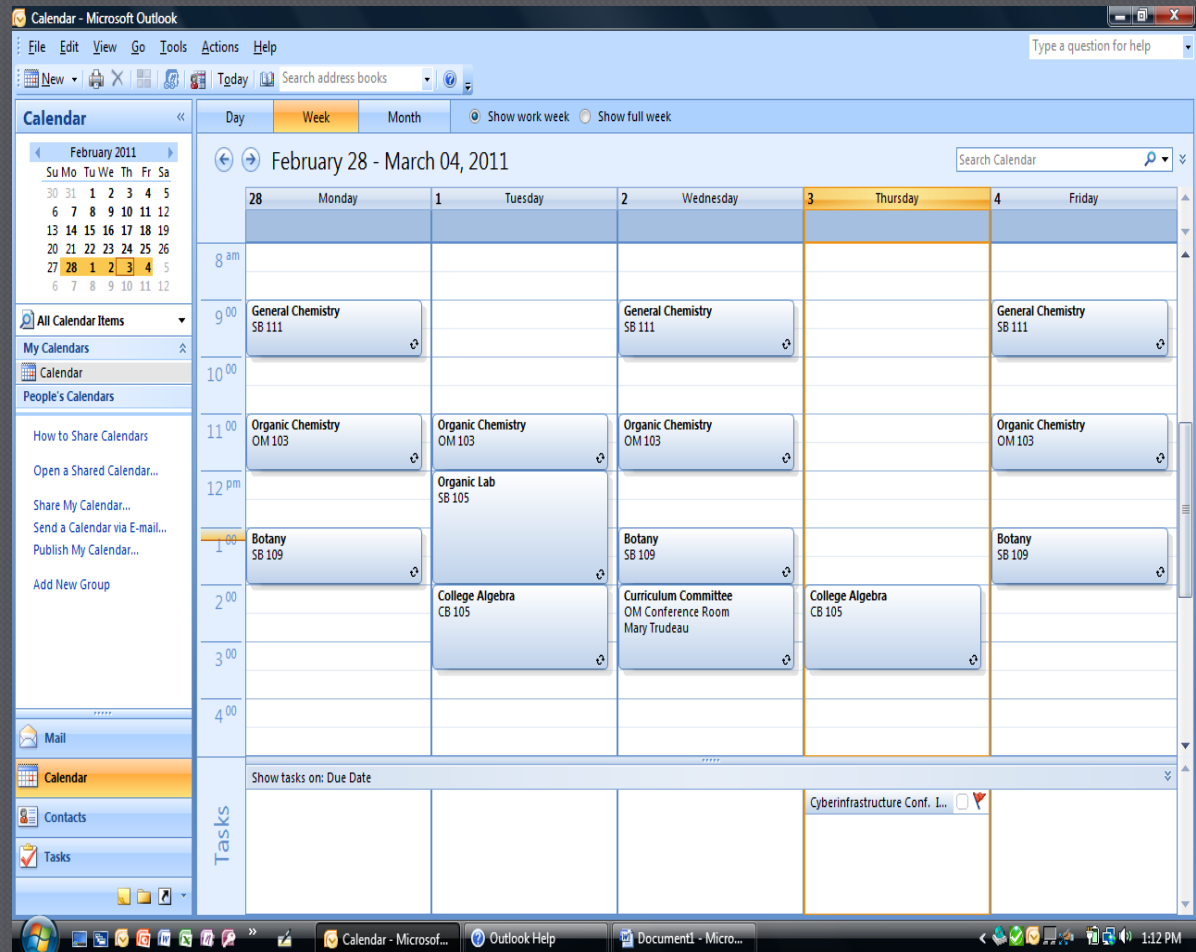
## Share My Calendar

Allows recipient to access your entire calendar

## Send a Calendar via E-mail

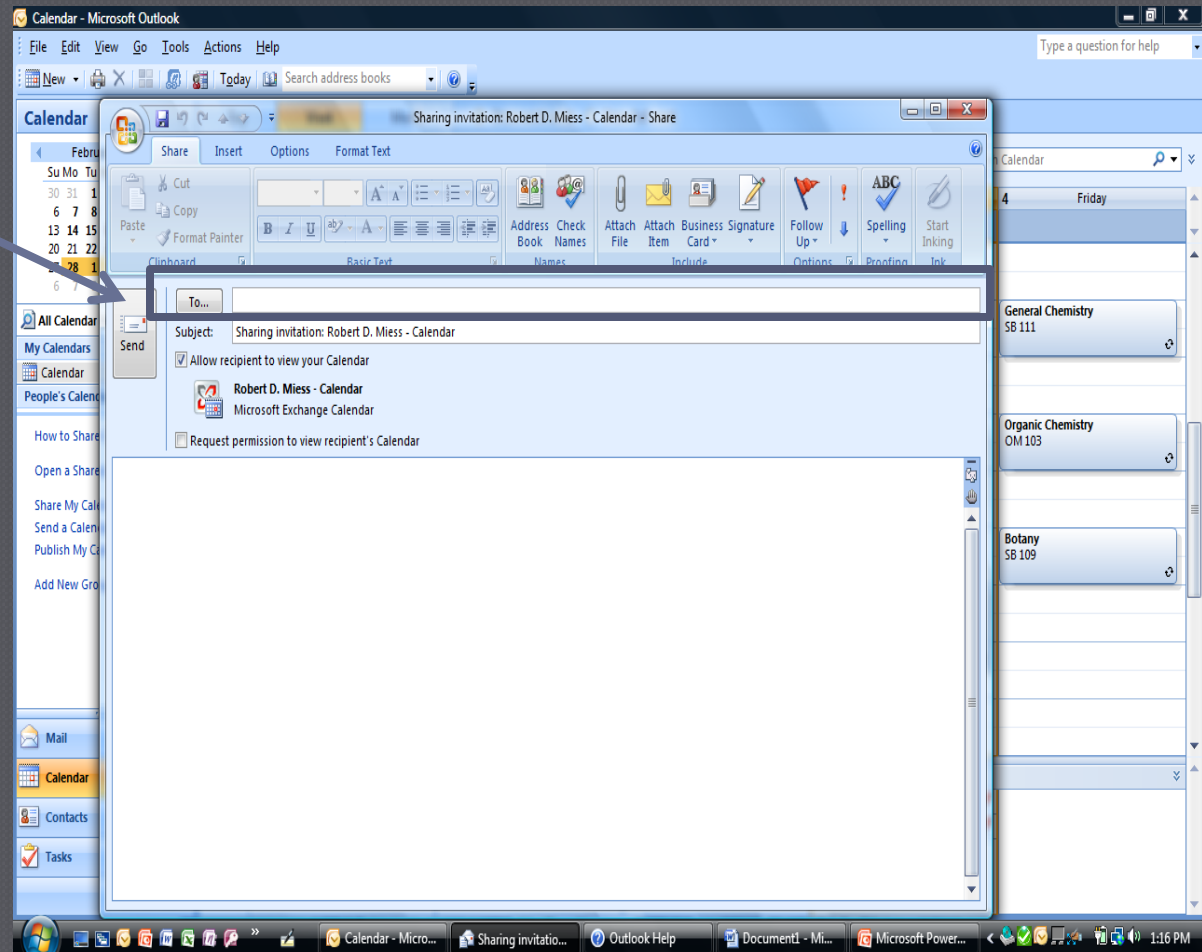
Allows recipient access to certain days, weeks, month of your choosing

Click an option now to learn how to use it.

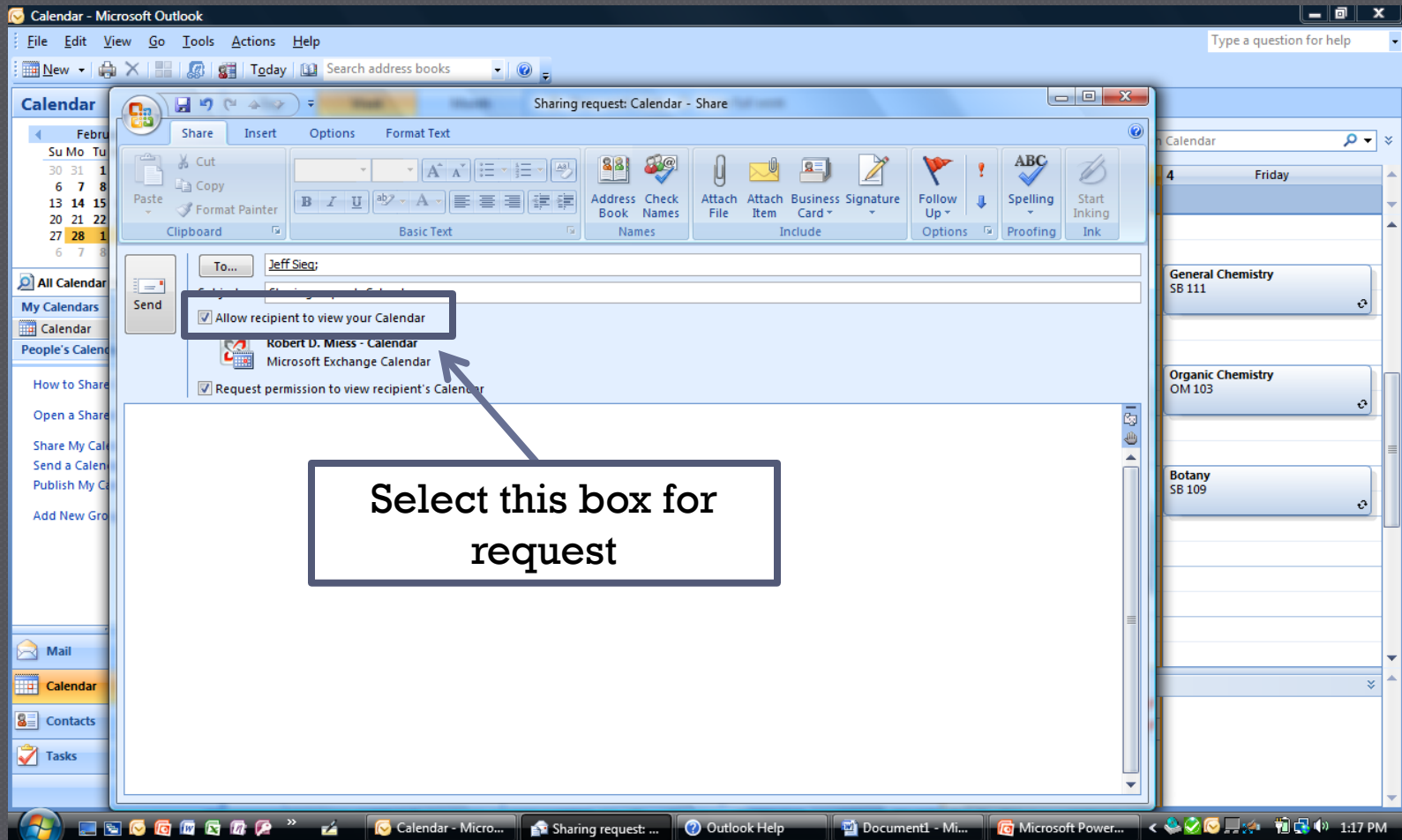


# Share Your Entire Calendar

**STEP 3**  
Enter the  
email  
addresses of  
those you  
wish to share  
your calendar  
with in the 'To'  
field.

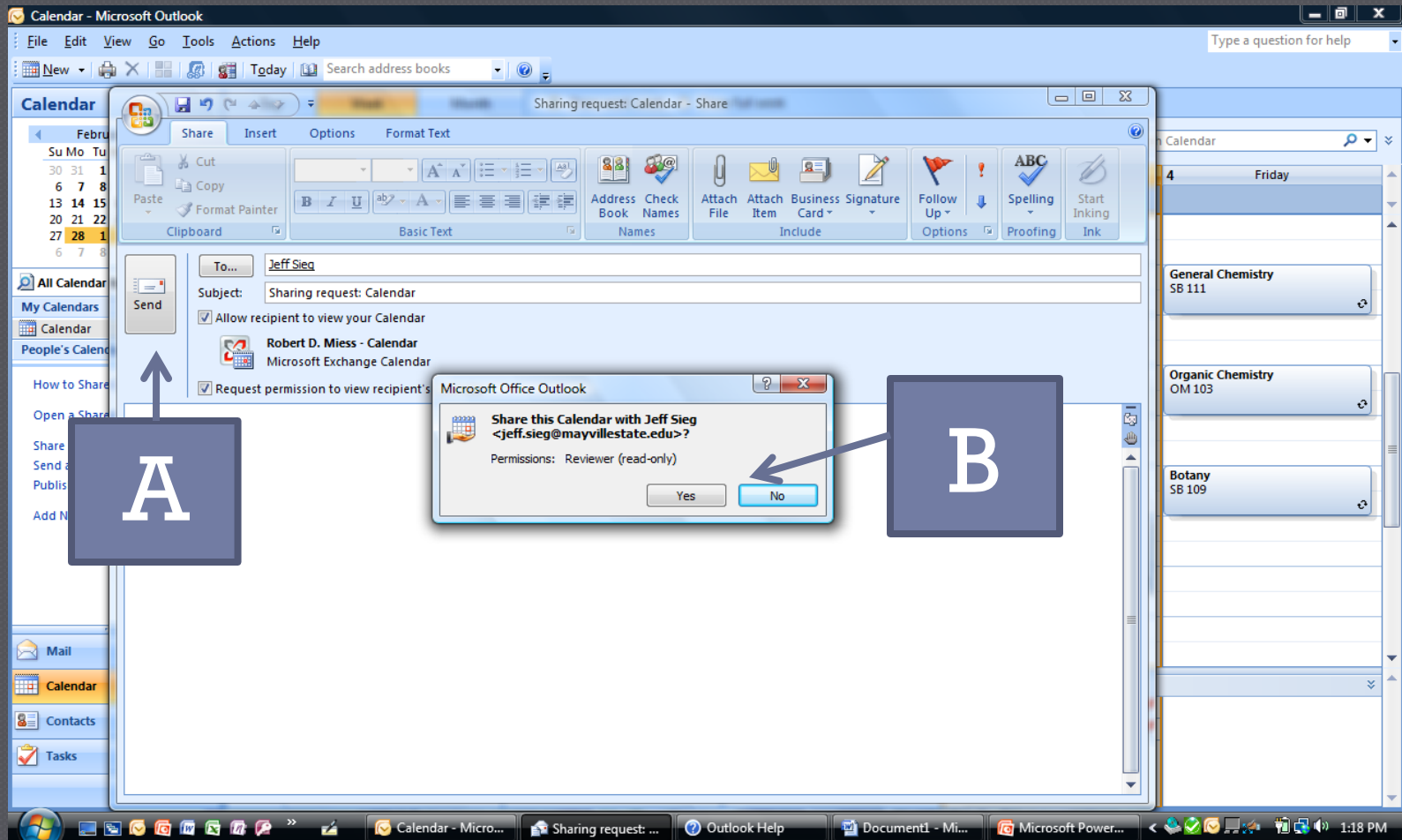


Select 'Request permission' if you wish to request access to recipient's calendar





Step 4: Review information, Hit Send (A), and confirm by selecting YES (B).



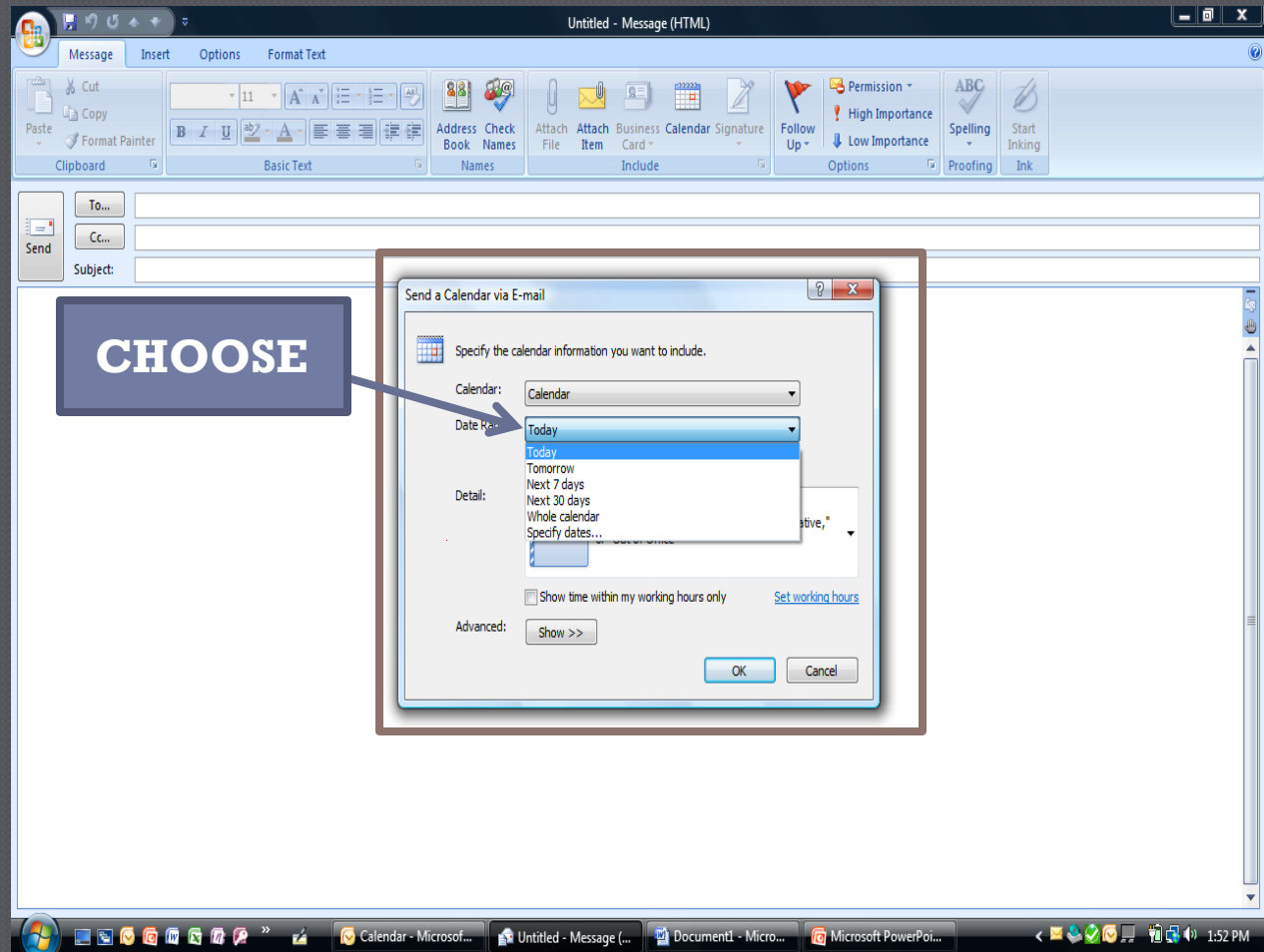


# Send a Calendar via Email

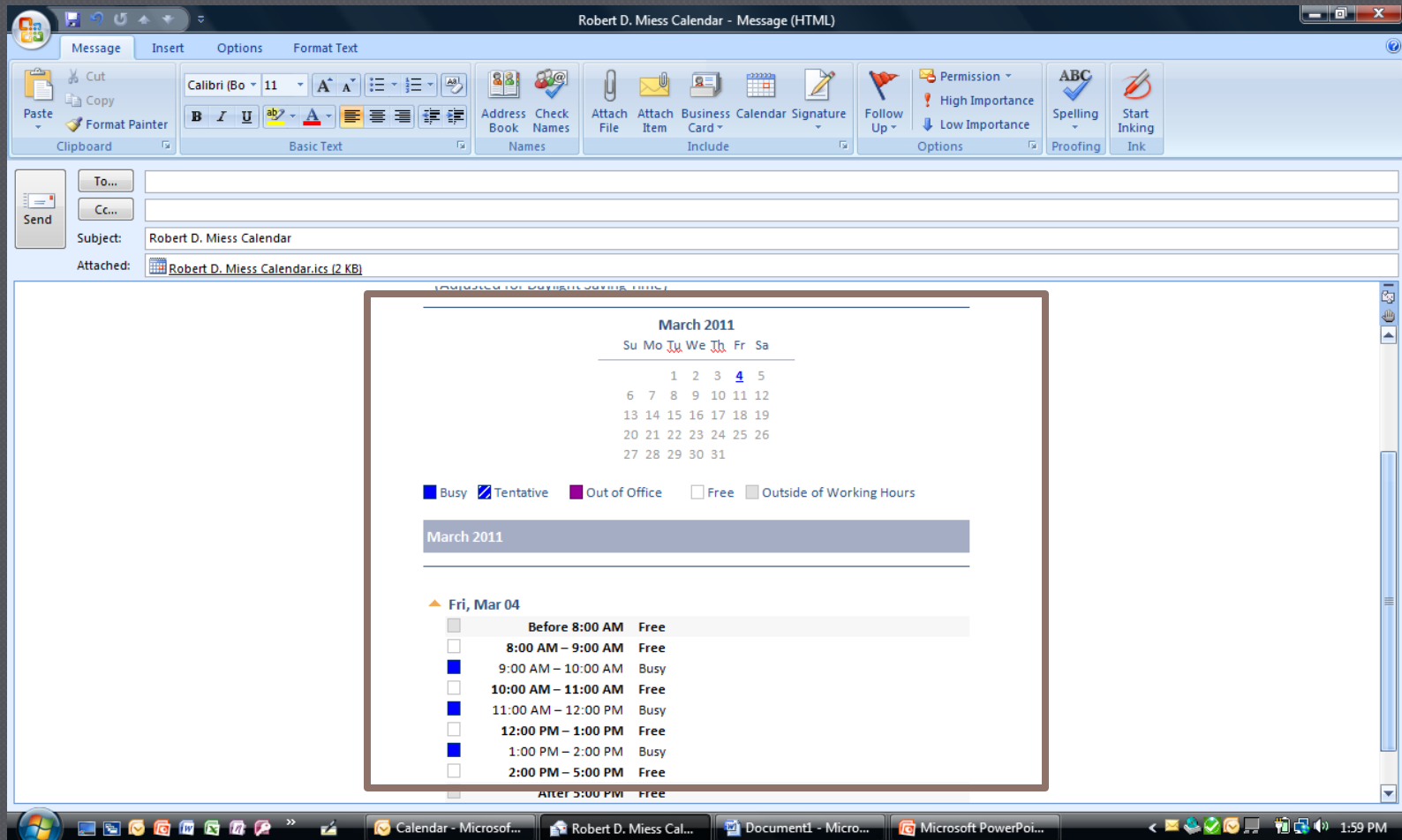
## STEP 3

Choose which day(s) you wish to share from the drop-down menu.

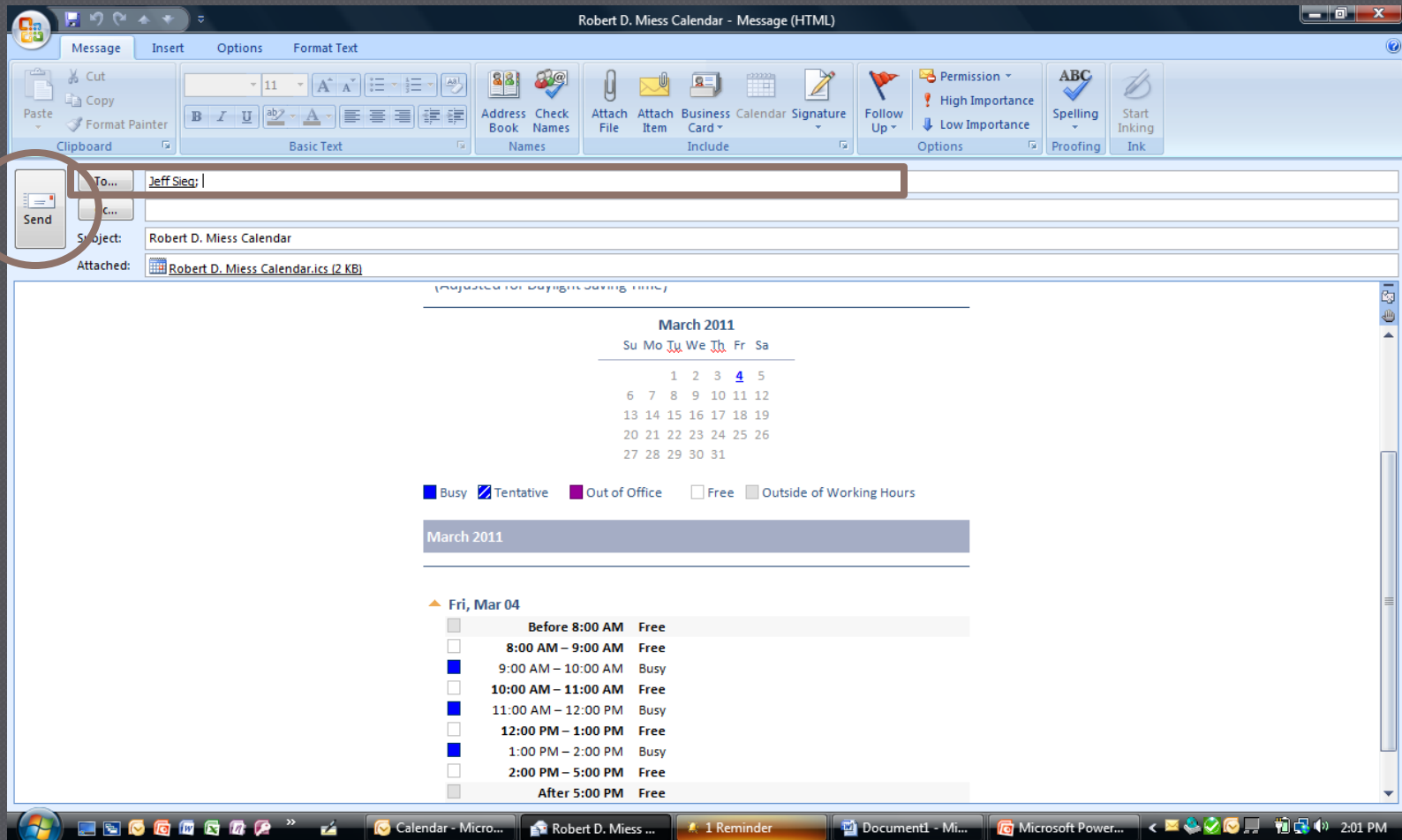
Once complete, select **OK**



# The calendar will appear in body of email message



# Step 4: Address message and click Send



# *Microsoft Outlook*

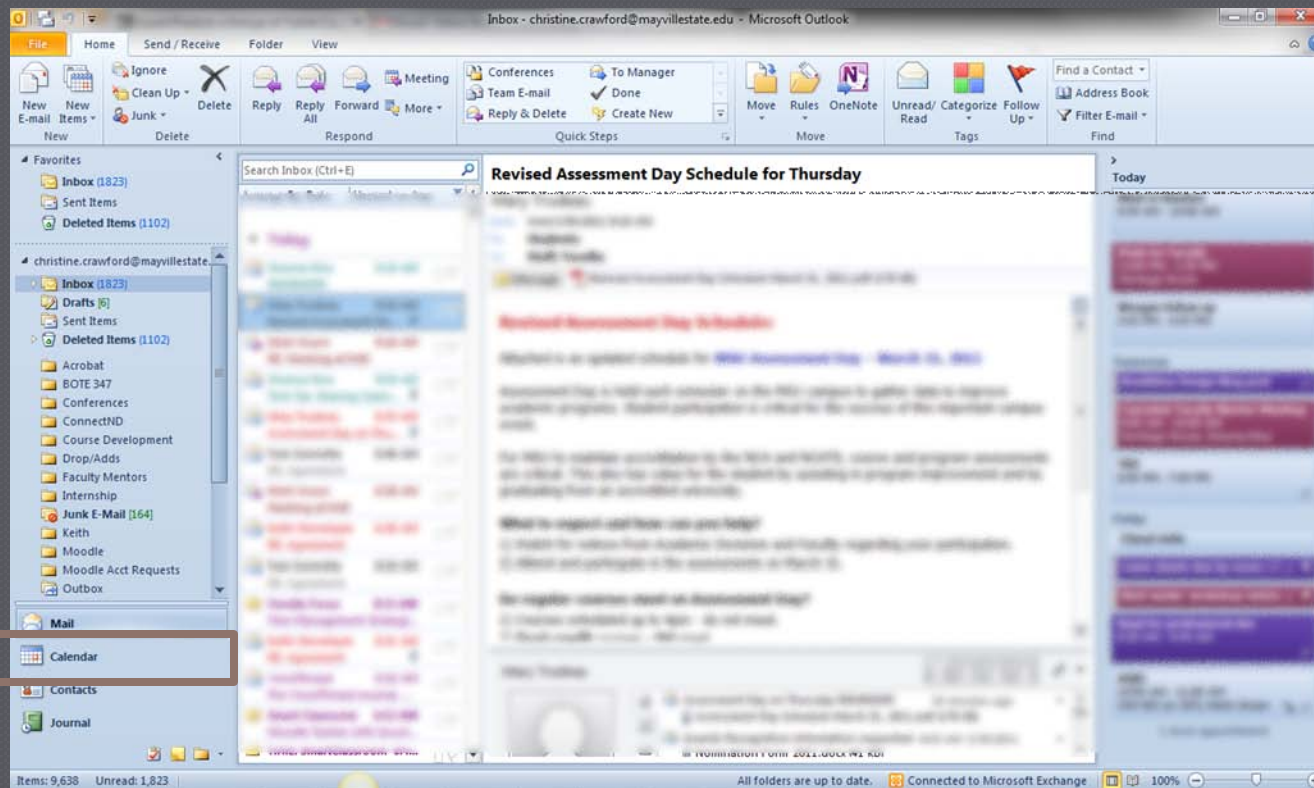
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2010

# Sharing Calendar by Email

## STEP 1

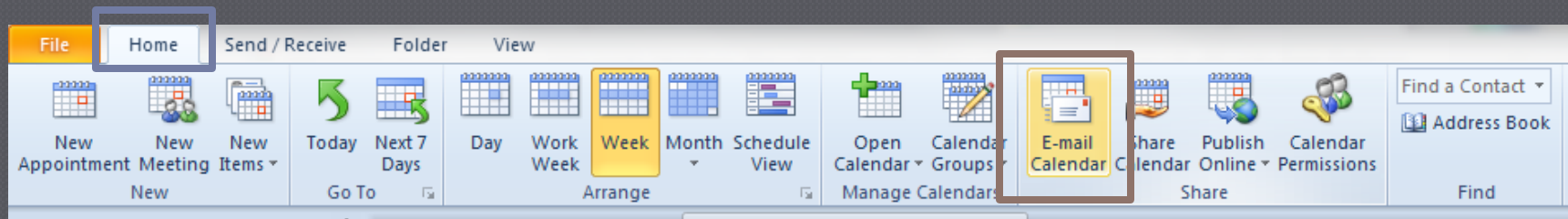
- Click the Calendar in the navigation pane



# Sharing Calendar by Email

## STEP 2

- On the **Home** tab, in the **Share** group, click **E-mail Calendar**



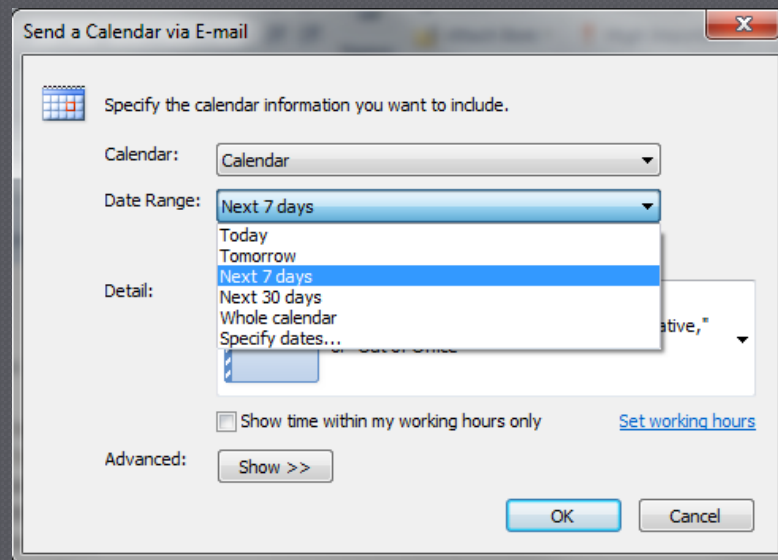
Click



# Sharing Calendar by Email

## STEP 3

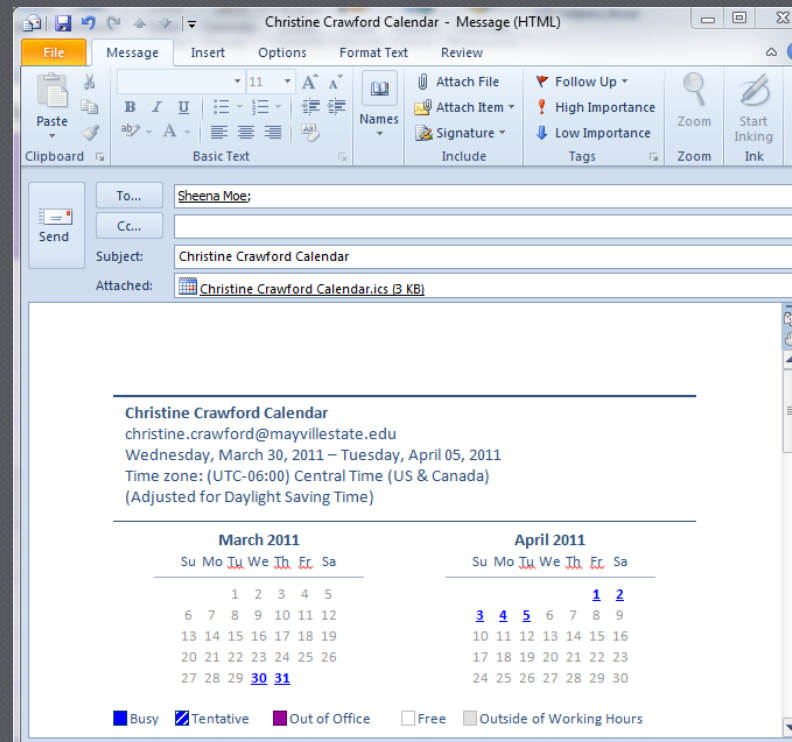
- In the dialog box that appears, choose your options and format and click **OK**.



# Sharing Calendar by Email

## STEP 4

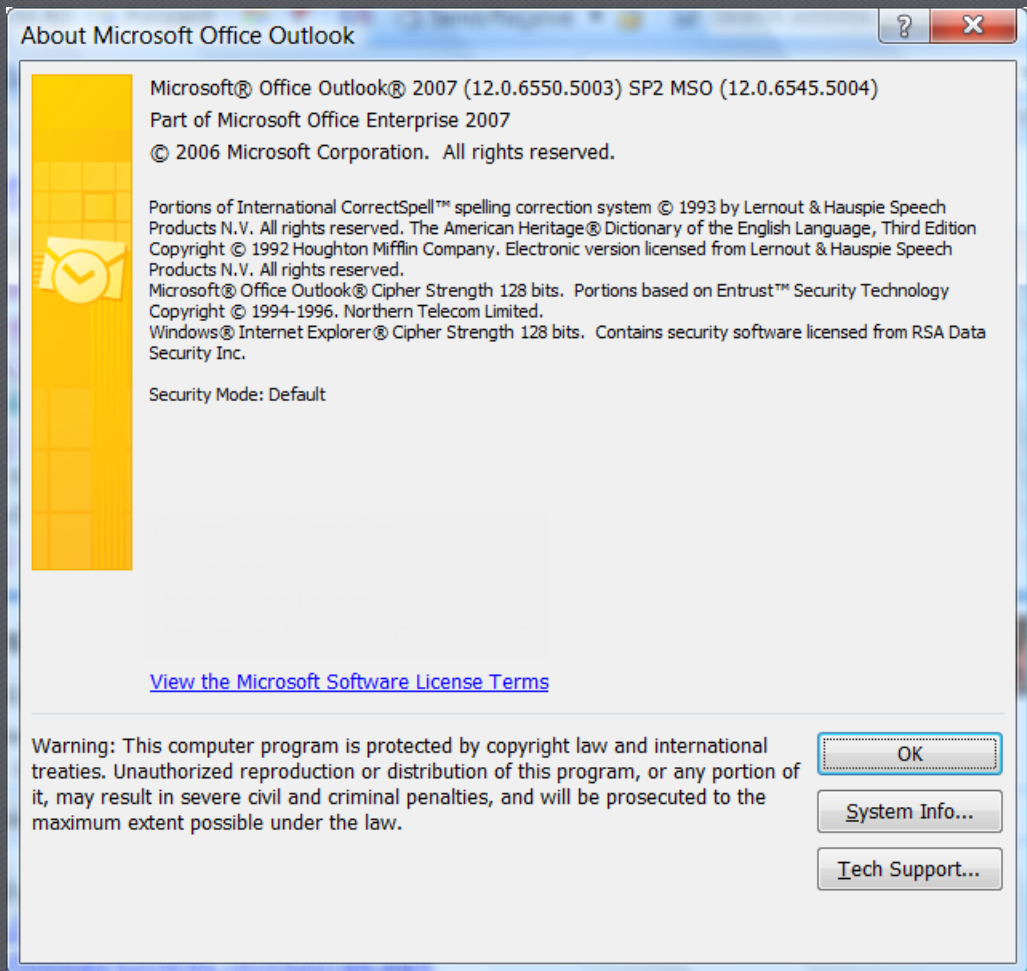
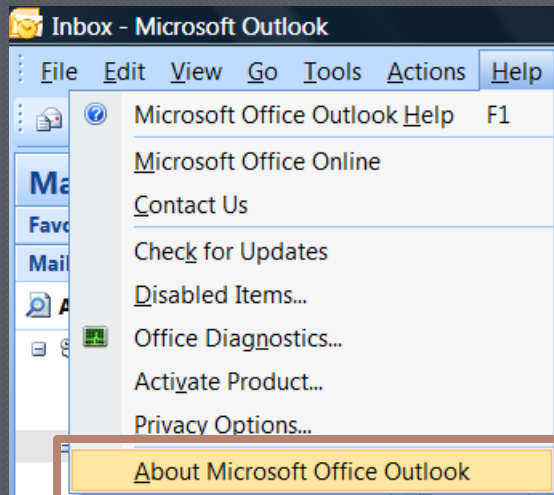
- Enter or select any other options that you want, just as if you were sending an e-mail message.



*To locate your version*

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# ...in Office 2007




# ...in Office 2010


The image shows the Microsoft Office 2010 splash screen with the 'File' menu open. The 'File' menu is on the left, with 'Help' highlighted in orange. The main area displays the 'Support' section with icons for Microsoft Office Help, Getting Started, and Contact Us. Below this is the 'Tools for Working With Office' section with icons for Options and Check for Updates. On the right, the 'Product Activated' section shows the Office logo and details for Microsoft Office Professional Plus 2010, including version information and links to additional resources.


**File** Home Send / Receive Folder View

Save As  
Save Attachments  
Info  
Open  
Print  
**Help**  
Options  
Exit


**Support**


 **Microsoft Office Help**  
Get help using Microsoft Office.


 **Getting Started**  
See what's new and find resources to help you learn the basics quickly.

 **Contact Us**  
Let us know if you need help or how we can make Office better.

**Tools for Working With Office**

 **Options**  
Customize language, display, and other program settings.

 **Check for Updates**  
Get the latest updates available for Microsoft Office.

 **Microsoft® Office**

**Product Activated**

**Microsoft Office Professional Plus 2010**  
This product contains Microsoft Access, Microsoft Excel, Microsoft SharePoint Workspace, Microsoft OneNote, Microsoft Outlook, Microsoft PowerPoint, Microsoft Publisher, Microsoft Word, Microsoft InfoPath.

[Change Product Key](#)

**About Microsoft Outlook**

Version: 14.0.5128.5000 (32-bit)  
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