


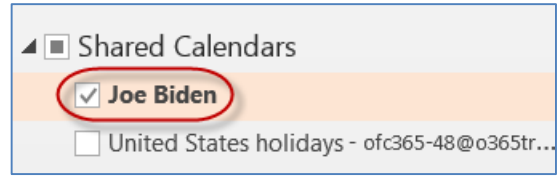


Sharing your Calendar

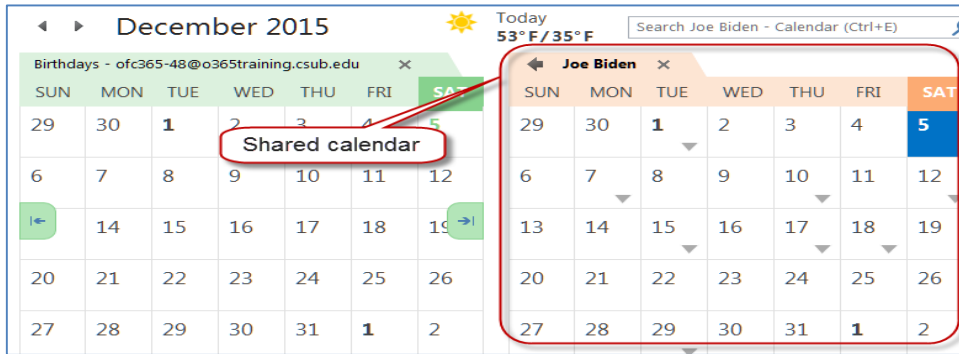
You can share your calendar with other people at CSUB. In sharing your calendar, you allow the selected person to read your calendar items, based on the level of detail you specify. These instructions will guide you in this process.

1. Open Outlook 2016									
2. To switch to your calendar, click the Calendar icon,  (lower left corner of your screen)									
3. From the Home tab, click Share Calendar									
4. When the sharing invitation opens, <ul style="list-style-type: none"> • In the To, enter the person's name or click To search for the person • In the Details, select an option. (See sharing permissions below) • (Optional) In the body, enter your comments • Click Send 									
5. Sharing Permissions	<table border="1"> <thead> <tr> <th>Permissions</th> <th>Descriptions</th> </tr> </thead> <tbody> <tr> <td>Availability Only</td> <td>Provides free and busy information</td> </tr> <tr> <td>Limited Details</td> <td>Provides free, busy, and title of event</td> </tr> <tr> <td>Full Details</td> <td>Provides free, busy, title, location, attendees, and description</td> </tr> </tbody> </table>	Permissions	Descriptions	Availability Only	Provides free and busy information	Limited Details	Provides free, busy, and title of event	Full Details	Provides free, busy, title, location, attendees, and description
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6. On the message screen, click Yes									
7. Shared calendars appear in the Folder pane on the left and below the calendar thumbnails.									

- 8. To view a shared calendar, click the desired calendar



- 9. The shared calendar will open.



* Sharing a calendar allows read access only.