
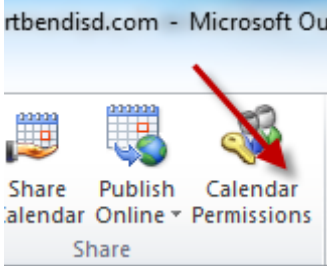


<b>Title:</b>				
	<b>Author/Owner</b>	<b>Peer Reviewer</b>	<b>Approver</b>	<b>Effective Date:</b>
<b>Name:</b>	Nurose Mohamed	Tonya Eugene		<b>Review Date:</b>
<b>Title:</b>	Sr. System Engineer	Sr. System Engineer		
<b>Date:</b>	05/19/2015	05/19/2015		
<b>Signature:</b>				<b>Supersedes:</b>

Procedures	Screenshots
1. From within Outlook Select <b>Calendar</b>	
2. From the top menu Select <b>Calendar Permissions</b>	

3. Select **Add** and type the name of the user that needs access to your calendar. Click **Add** and **OK**. Select the appropriate level of *Permissions* and Click **OK**

**Calendar Properties**

General Home Page AutoArchive **Permissions** Synchronization

Name	Permission Level
Default	None
Anonymous	None

Add... Remove Properties...

**Permissions**

Permission Level: None

**Read**

☒ None  
☐ Full Details  
Other Free/Busy...

**Write**

☐ Create items  
☐ Create subfolders  
☐ Edit own  
☐ Edit all

**Delete items**

☒ None  
☐ Own  
☐ All

**Other**

☐ Folder owner  
☐ Folder contact  
☒ Folder visible

OK Cancel Apply