FAU College of Medicine Support Center

Calendar Sharing in Outlook 2010

Jeff Clark - 2018-04-02 - Email and Collaboration

Note: To share contacts or calendar, both parties must be Exchange users in Outlook.

Sharing your Calendar

Open Outlook and click on Calendar.
On the ribbon (top menu) select “Share Calendar” option

A sharing request will open. Enter the user’s FAU email in the To: field.
You have two options:

- Request permission to view the recipient’s Calendar – you are asking to get access to recipient’s calendar
- Allow recipient to view your Calendar - you are giving recipient access to your calendar

You can also select what details the recipient can see:

- Availability only- Time will be shown as “Free,” “Busy,” “Tentative,” or “Out of Office”
- Limited details – Includes the availability and subjects of calendar items only
- Full Details – Includes the availability and full details of calendar items

When you have selected your sharing options, click Send.
Click **Yes**

The recipient will receive a confirmation email informing them of their permissions.

Note:*If you requested to view the recipient's calendar they will have to allow your access first. When they do, you will get a confirmation that you have been granted access.*

To modify the recipient's permissions and/or to make them a Publishing Editor of your calendar (add, delete, or edit rights) click on the Calendar Permissions on the top menu.

Highlight the recipient’s name and select Publishing Editor rights within the Permissions Level. Click Apply and OK. The recipient is now able to fully view, add, and edit your calendar items.

To Open up a Shared Calendar

Click on Open Calendar -> Open Shared Calendar.

Enter the name or the email address of the person and hit OK.

The calendar will automatically open up next to your calendar and will be listed on the left panel under Shared Calendars.