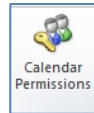
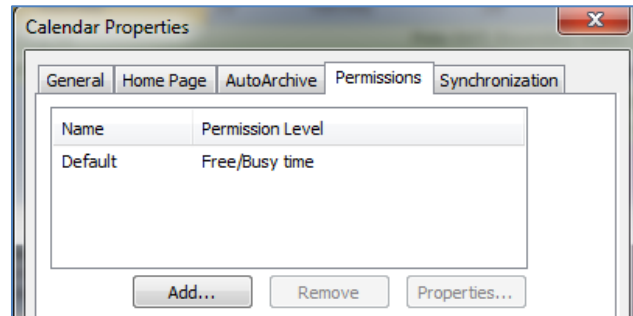


You can share your Outlook calendar with your City colleagues. Assign different permissions to determine what they can do on your calendar, from view only to add new appointments.

1. Display your calendar in Outlook.
2. From the Home ribbon, select Calendar Permissions.

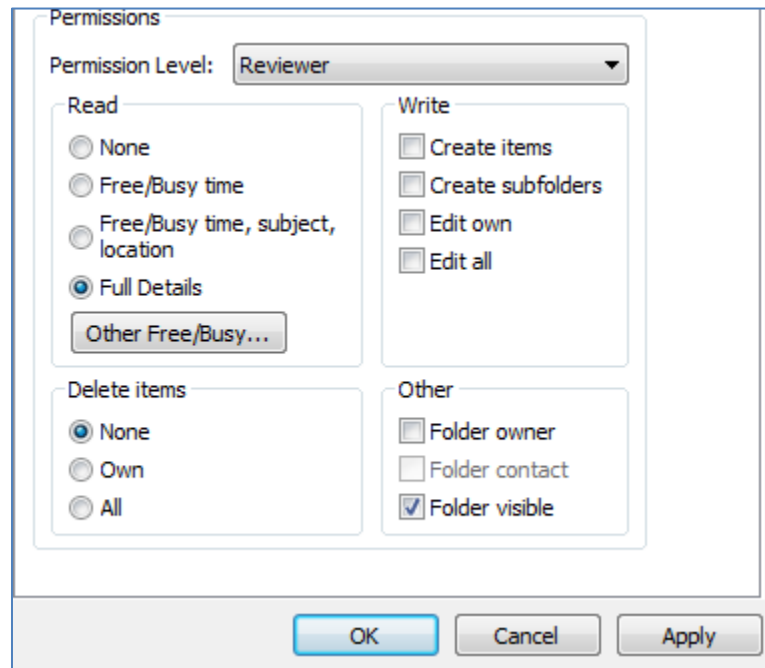


3. The Calendar Properties dialog box will be displayed with the Permissions tab on top



4. Click the Add button to select your colleague from the Global Address List. Click OK after you have added your colleague to the Permissions list.

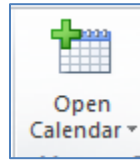
5. Set your colleague's permission in the permission level section. Select a permission level from the drop down list. The options displayed below will give you more details about what specific read, write and delete actions your colleague can do on your calendar.



6. Click OK when done to complete the sharing.

For additional assistance, please call the IT Hotline at x8330, or email [ITSupport@westalliswi.gov](mailto:ITSupport@westalliswi.gov).

7. To open the calendar that a colleague has shared with you, from the Home ribbon in Outlook, select Open Calendar > From the Address Book



8. Navigate the Address book to find your colleague's name, or type it in the name box. Click OK to open the calendar. The calendar will open and be listed in the Calendar Navigation pane under the Shared Calendars heading.