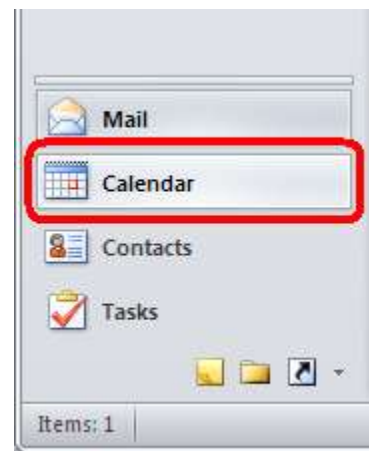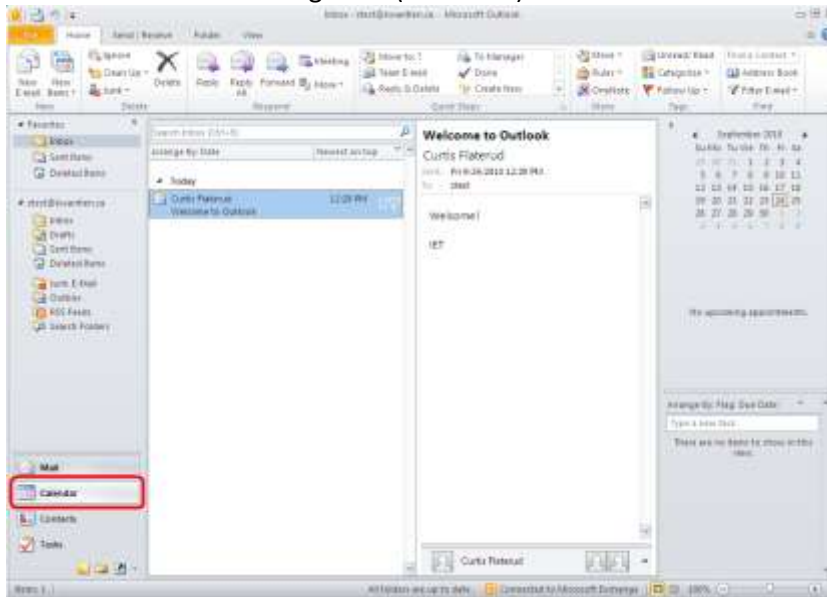# Outlook 2010 – Delegating a Calendar

When another employee requests access to any Calendar that you own, you can set up permissions for them in a process called Delegation.
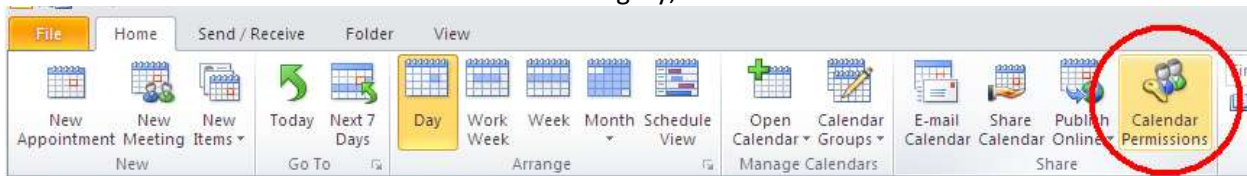
1. When in Outlook, your Calendar is located below the Navigation Pane (Folder List), and to the left of the Reading Pane (Email List). Click on **Calendar**
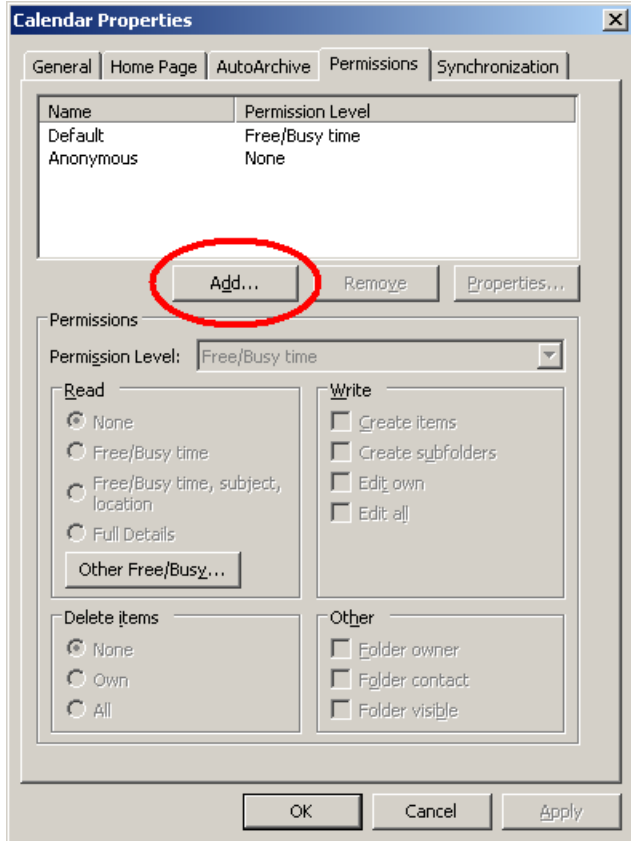

2. Make sure you select the Calendar that you want to share.
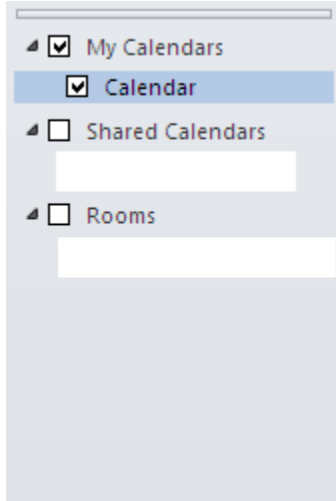
3. In the home Ribbon under the "Share" category, click **Calendar Permissions**

4. This window allows you to edit and view permissions for the calendar you have selected. To delegate permissions for someone, click **Add**

5. Use the search function to find the person or people that you will be delegating access to and click **Add** to put them in the bottom field. After you have finished selecting addresses, click **Ok**
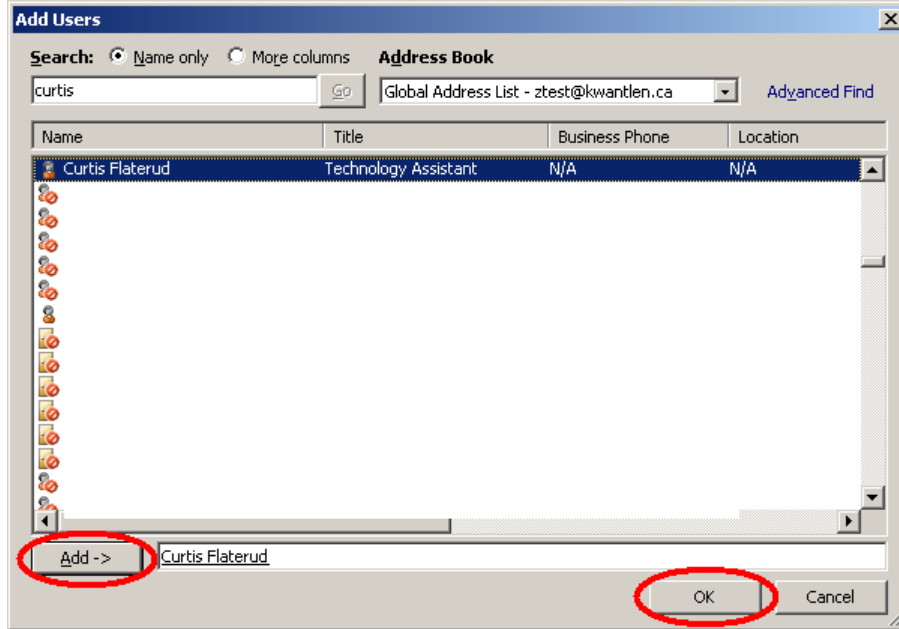
6. You can now set the permissions for an individual by using the preset options from the "Permission Level" drop-down box. Custom permissions can be set by selecting the various options from "Read", "Write", "Delete Items", and "Other"
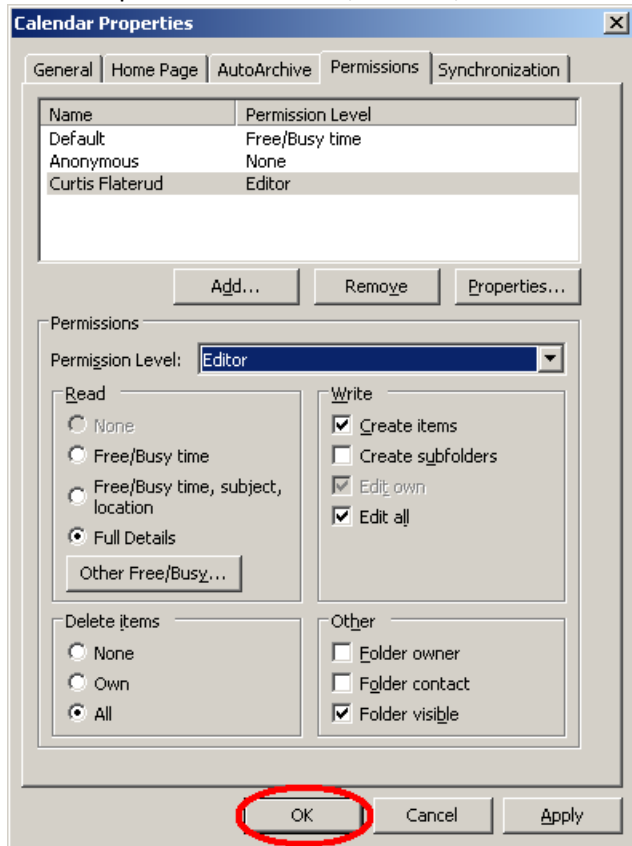
Note
The "Share Calendar" option on the ribbon does *NOT* serve the same function as "Calendar Permissions"