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

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

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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**

Add Users			×
Search: Name only More colu	mns Address Book		
curtis	Global Address List - zt	est@kwantlen.ca 🔄	Advanced Find
Name	Title	Business Phone	Location
Gurtis Flaterud	Technology Assistant	N/A	N/A
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Add S Curtic Elsterud			
		ОК	Cancel

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"

Name	Permissio	n Level			
Default	Free/Bus	y time			
Anonymous	None				
Curtis Flaterud	Editor				
Permissions	A <u>d</u> d	Remove	Properties		
Permission Level:	Editor		•		
Read		Write			
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C Free/Busy time		Create subfolders			
- Free/Busy time	subject	Edit own	0.0010		
location	, subject,				
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Other Free/Busy					
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Note

The "Share Calendar" option on the ribbon does *NOT* serve the same function as "Calendar Permissions"