How Do I Share My Calendar in Outlook 2007?

377 Administrator Sun, Apr 11, 2010 [Microsoft Office](#) 0 2543

If you want a user, or multiple users, to be able to view your Outlook 2007 calendar you may send them an invitation from within Outlook. Using this method allows the invited users to view your calendar, but does not allow them to add appointments or make changes to it.

1. Open Outlook 2007 and go to your Calendar
2. On the left side of the Calendar window click onShare My Calendar. A new message window will pop up that will allow you to send an invitation to whomever you wish to share your calendar with. Within that window is a check box that will allow you to also request permission to view their calendar if you wish.

If you want to configure more complex permissions, or if you wish to share a secondary calendar you have created, you may do so through the 'Configure Sharing Permissions' option.

1. In Outlook 2007, open your Calendar.
2. Right click on the calendar you want to share in the My Calendars list and choose Change Sharing Permissions from the drop-down menu.
3. A Calendar Properties window will open to the Permissions tab. Here you can click the 'Add' button to add a user.
4. Once you've added the user, choose the appropriate Permission Level from the drop-down menu.
5. Click the Apply button to apply the new settings.

Opening a Shared Calendar

To open a shared calendar within Outlook, go to your Calendar and click on the Open a Shared Calendar option. Click on the Name button in the pop-up window to select the name of the shared calendar from the global address list and then click OK.

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