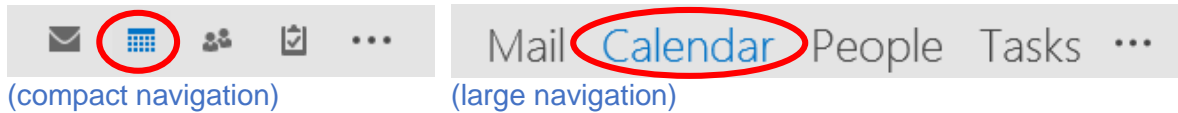
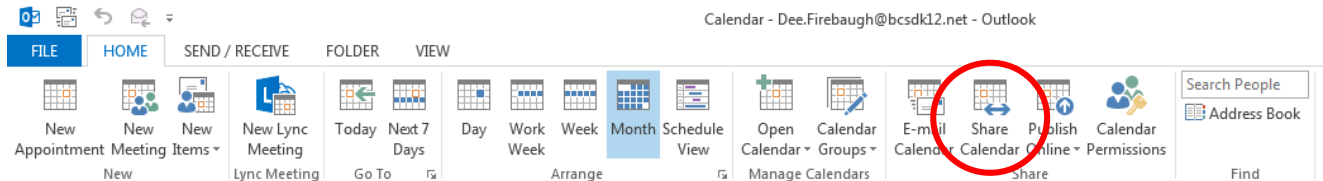


Share Your Outlook Calendar with a BCSD Employee

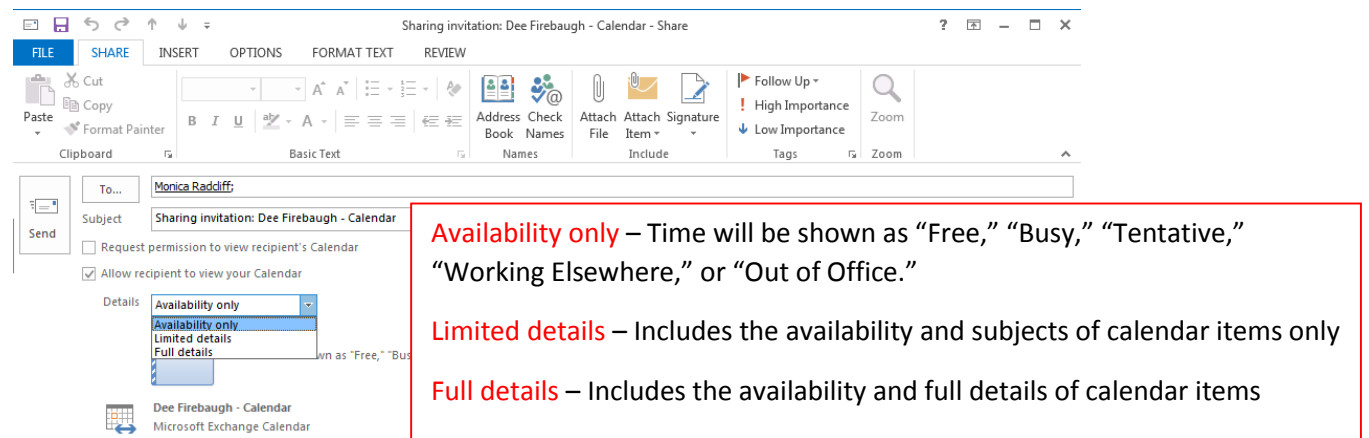
1. At the bottom of the mailbox window, click to open **Calendar**.



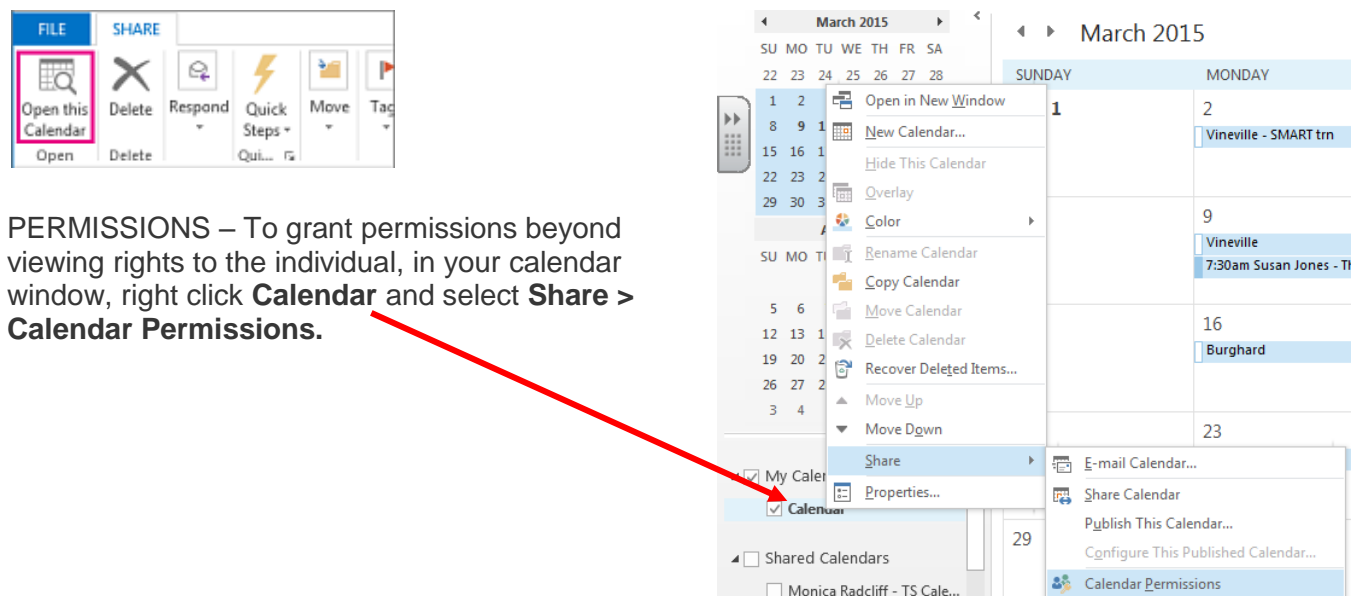
2. In the ribbon, at the top of the mailbox, click **Home > Share Calendar**.



3. In the **To** box of the email that opens, type the name of the BCSD employee with whom you wish to share your calendar. In **Details**, specify the level of details that you want to share with the person in your organization, and then click **Send**.

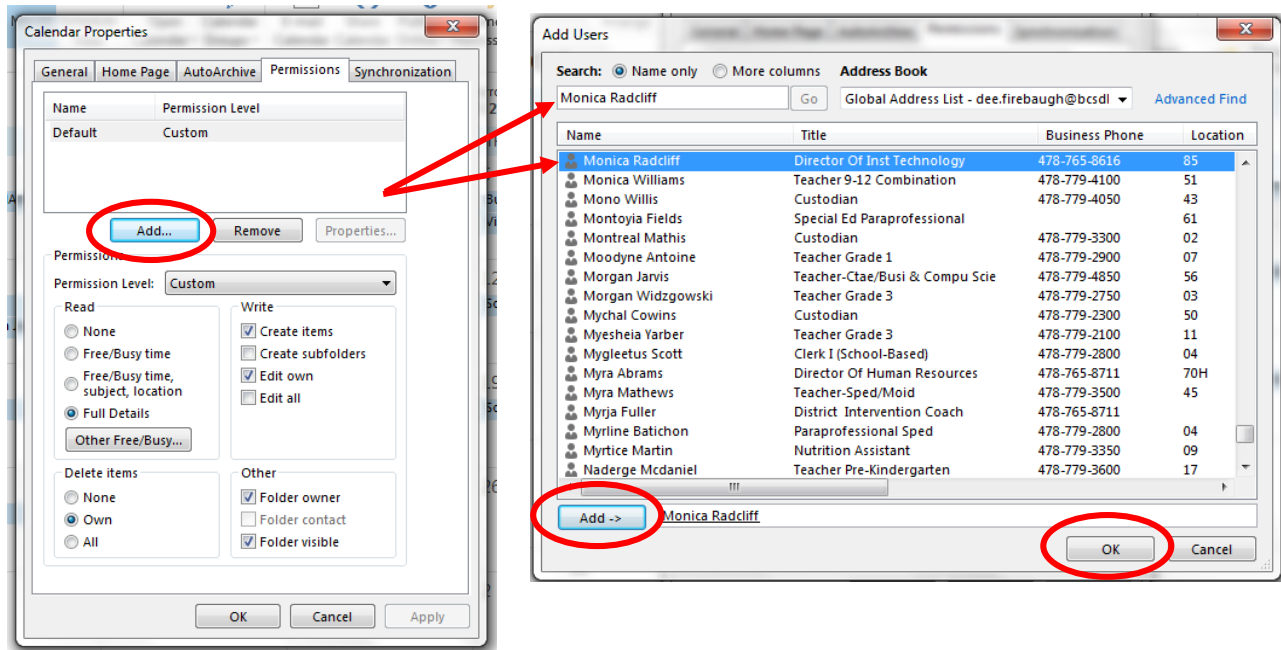


4. When the designated individual receives a sharing invitation by email, he/she clicks **Open this calendar** in the top, left corner of the email message and the shared calendar displays in his/her Calendar list.

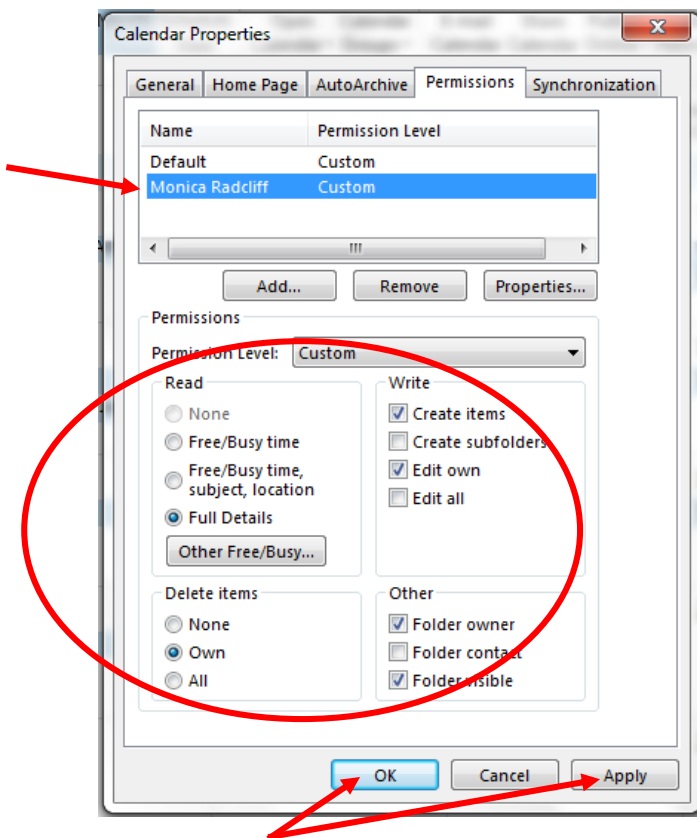


5. **PERMISSIONS** – To grant permissions beyond viewing rights to the individual, in your calendar window, right click **Calendar** and select **Share > Calendar Permissions**.

6. Click **Add** on the Permissions tab, and type the individual's name to find them in the Global Address List. Select the name from the list and click **Add > OK**.



7. Select the individual's name in the permissions window and choose desired access options for **Read**, **Write**, **Delete Items** and **Other**.



8. Click **Apply > OK**