STEP 1: Giving Others access to your Outlook CALENDAR

Giving Others access to your Outlook CALENDAR: Please follow the instructions provided below.

1. Giving others access to your Exchange resources

You want to do this from YOUR machine with Outlook open. In our example, User A wants to give me access to her Calendar. To share this resource, from her machine, she will right-click on her Calendar, select Properties and click on the Permissions tab (see below).

She will select my name from the drop down list of Global Exchange users, and then click on the Add button (repeating this for any other users she wants to have access to her calendar).
Then she will click OK. Now she will give me the appropriate role for the combination of permissions she wants me to have on her folder (a role is defined as being a particular combination of set permissions). Typically you'll want one of two roles for every user, either Reviewer (read-only) or Editor (allows changing, making additions and deletions). For a complete description of each role, see the detailed role definition page.

2. Let’s assume that User A wants me to be able to Edit entries in her calendar, and make additions and deletions in her Calendar. This set of permissions is the Editor role. So, she'll highlight my name in the list, and choose Editor from the drop-down list of roles. As you can see below, the Editor role will let me see the folder, read items, create items, edit all items, and delete all items.
Be careful not to change the DEFAULT role (it should remain as "none").

3. Now click APPLY and then you must click OK. That's it for giving access. Now your secretary/support staff person must configure his Outlook to get access to this shared Exchange resource.

STEP 2: Adding a Delegate to your Calendar in Outlook

Setting Up a Delegate

A. Open Outlook

1. Click on your Calendar Under Outlook Today to activate the appropriate menus.

2. From the menu, select Tools > Options

B. In the Options window:

1. Select the Delegates tab

2. Click the Add... button.
C. In the Add Users window:

1. Select the Global Address List from the drop-down menu.
2. In the Name box, select the individual
3. Click Add
4. Click OK.

D. Set permissions in the Delegate Permissions window.

1. Under Calendar select the permission you desire:
To ask someone to manage your appointments, you will need to use **Editor** permission.

2. Check **Delegate receives copies of meeting-related messages sent to me** to facilitate your delegate's handling of your calendar.

3. If you use the **Tasks** list, you may wish to include permissions to this area also.

4. Check **Automatically send a message to delegate summarizing these permissions** so that the individual is informed.

5. If you wish your delegate to see your **private items**, check the box.

6. Click **OK**.

E. In the **Options** window:

- **Click OK.**
- **Use this window to Remove a delegate or to modify the Permissions** you have granted.
F. Your delegate will receive the following message via email:

This message was sent automatically by Microsoft Outlook to inform you that you have been designated as a delegate. You can now send messages on my behalf.

You have been given the following permissions on my folders:

Calendar: Editor (can read, create, and modify items)
Tasks: Editor (can read, create, and modify items)
Inbox: None
Contacts: None
Notes: None
Journal: None

To open folders for which you have permissions, point to Open on the File menu, and then click Other User's Folder. You must be running Microsoft Outlook to do this.
You will also be receiving copies of meeting requests sent to me and will be able to respond to them on my behalf.

STEP 3: Opening a Calendar as a Delegate

A. Open Outlook

1. From the menu, select File > Open >
2. Other User's Folder...

B. In the Open Other User's Folder window:

1. Select the appropriate folder from the drop down list, in this case, Calendar
2. Click Name to select individual.

C. In the Select Name box,

1. Select the Global Address List
2. Select the individual
3. Click OK
4. Click OK in the Open Folder box
5. Note that the individual's folder opens in a new window.
6. Make appointments, send email as needed.
7. Close the window, to return to your view.
D. After the first time, you can quickly open the individual's calendar by selecting:

File > Open > select user's name and folder