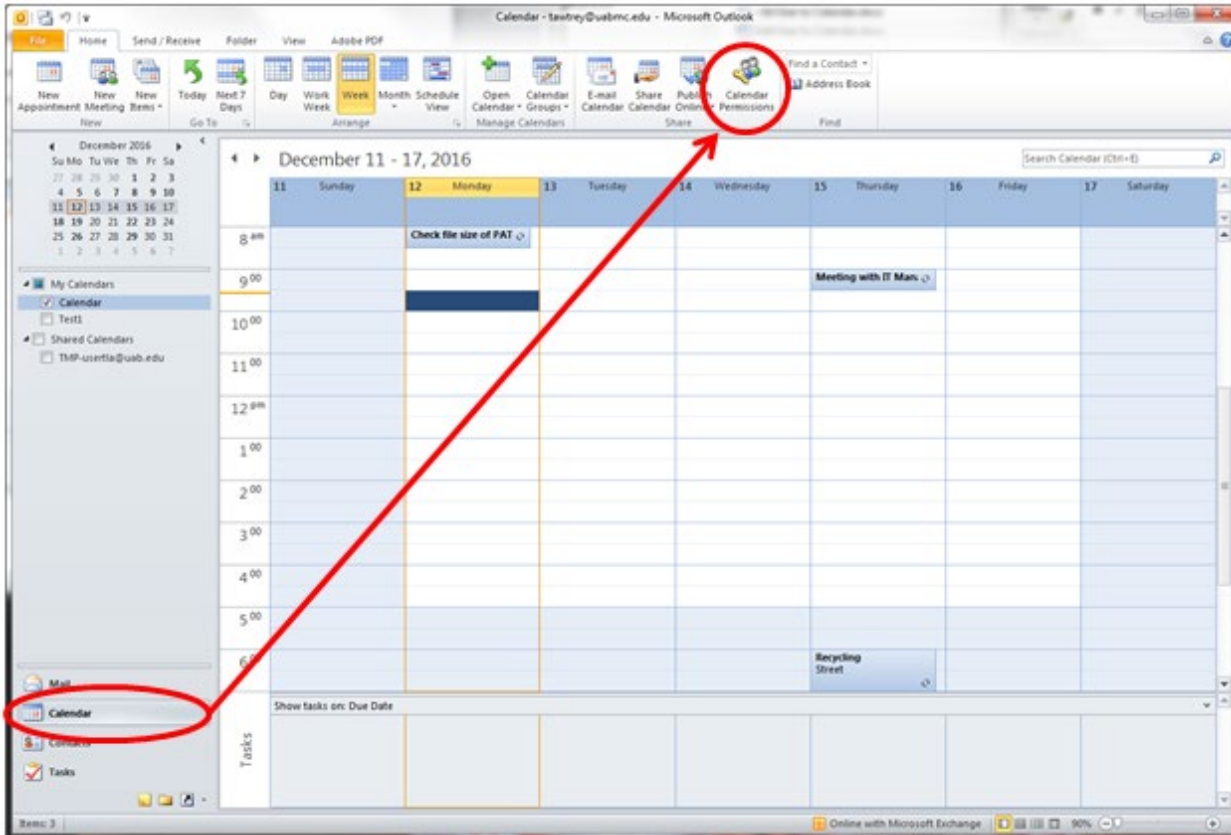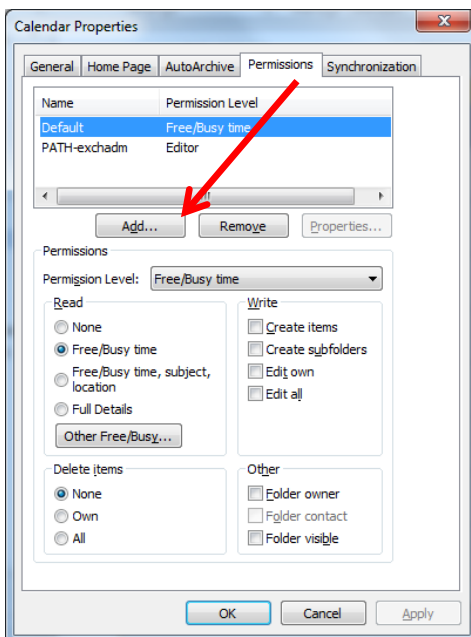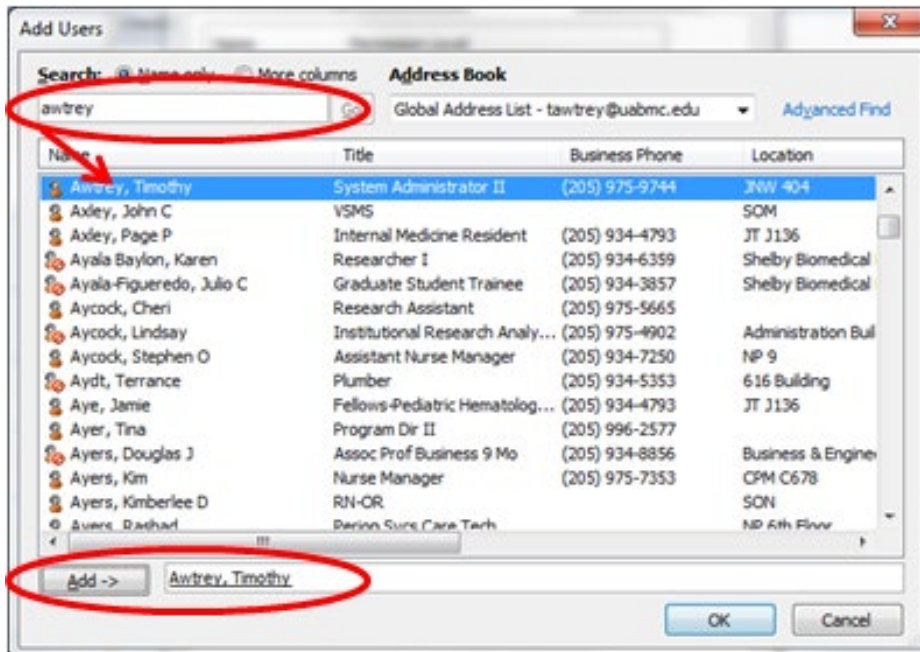## To share access to your calendar with another user…

- In Outlook, click **Calendar** and then **Calendar Permissions**

- Click **Add**

- Type the last name of the person you wish to add, find/select the name from the list returned and click **Add** to put the name in the field at the bottom. Click **OK**

- Assign the desired Permission Level (typically **Editor** for Read/Write OR **Reviewer** for Read Only). Click **OK**