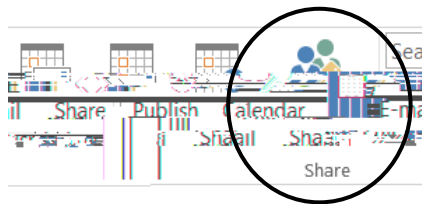


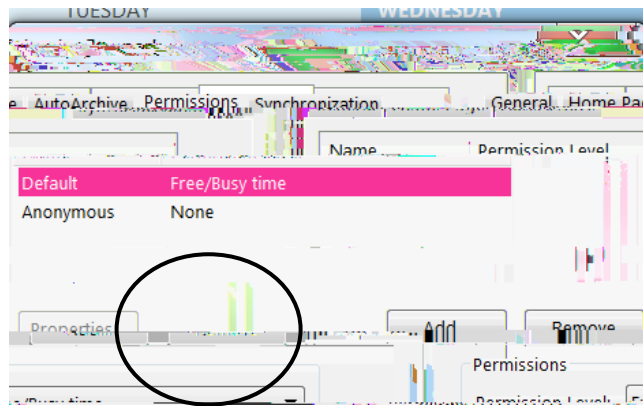
There are 2 methods of granting access to a calendar from the outlook client. This document will cover each method. The first will provide more flexibility over the type access and the individual's ability to perform actions against the shared calendar.

Method 1

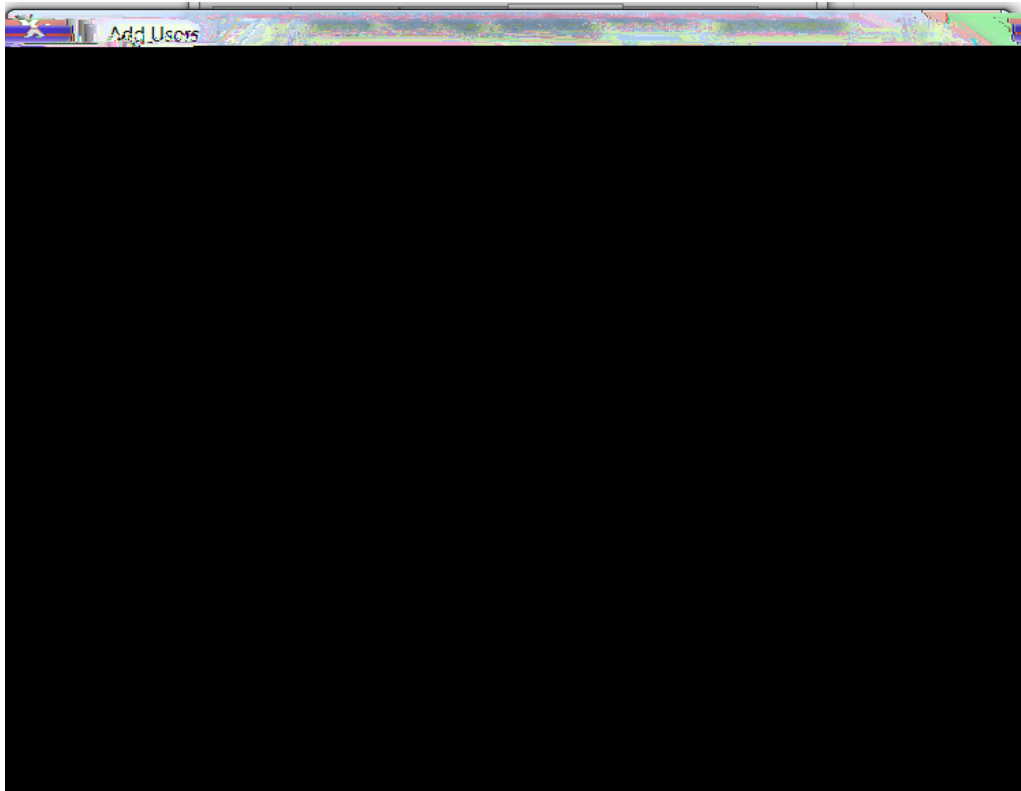
- 1) Sign into the account, via the Outlook 2013 client, whose calendar will be granting the access. Open the calendar and select "Calendar Permissions" located at top



- 2) Select the "Add" button



5) Select the correct name and double click to have is listed under "Add". Select "Ok"



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- 6) Select the name of the person just added, and set the permission and access level as needed.
Note: verify that "Folder visible" is always selected. Select "OK" when completed.

- 7)

