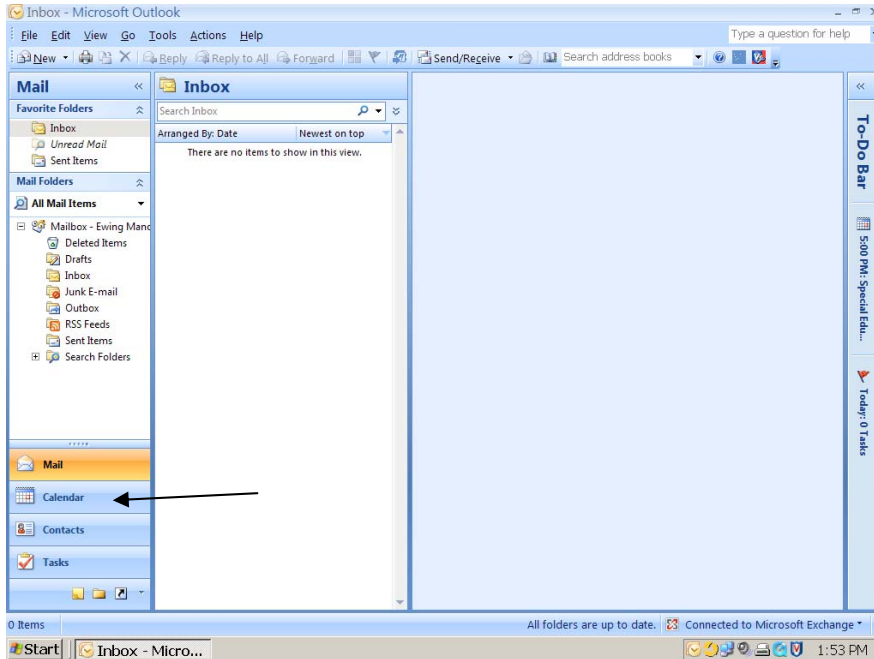
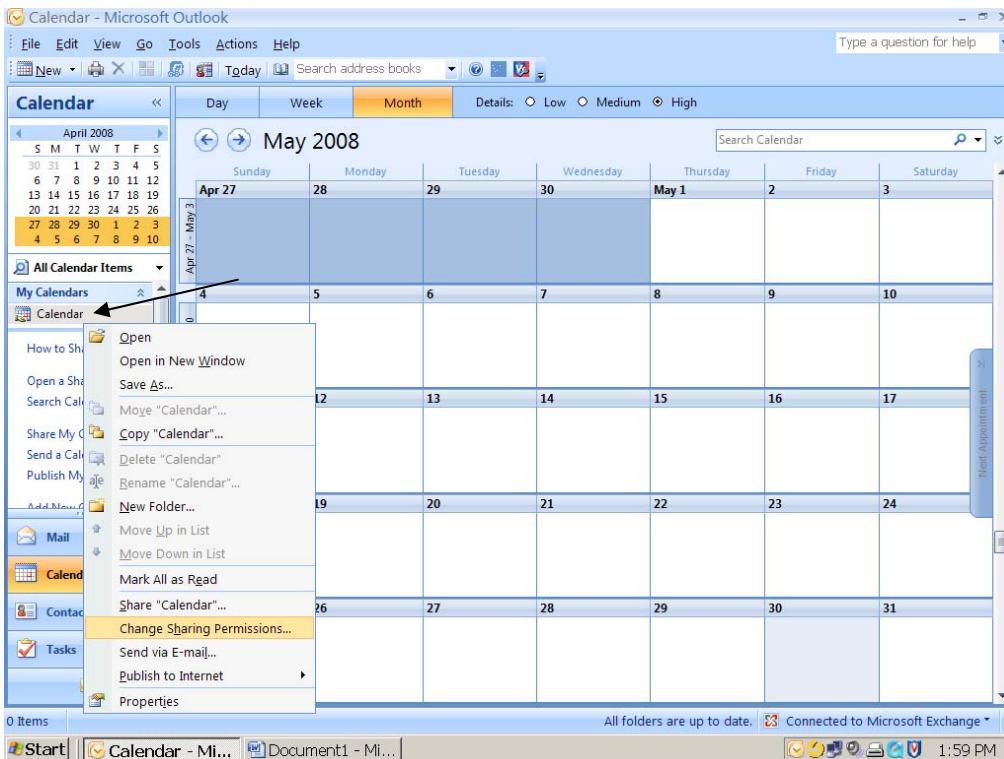


## Change permissions for an Outlook calendar:

- 1) Log yourself off of your computer by using Start | Log off.
- 2) Log in to the computer using the calendar's username.
- 3) Use the calendar's password and click OK.
- 4) Open Outlook.
- 5) Click on "Calendar" in the left window pane.



- 6) Right-click on the "Calendar" you want to give/change permissions for and click the option "Change Sharing Permissions."



- 7) Click on the Permissions Tab, select an existing name or click the Add button to add a new name to the permissions listings.
- 8) Once the name is highlighted please change the appropriate permissions and click OK once you have completed the changes.

