



SHARE CALENDAR OR CHANGE CALENDER PERMISSIONS IN OUTLOOK

ABSTRACT

This guide shows users how to grant calendar permissions in Outlook. All Information and wording within this document conform to Plagiarism Policy

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How to Grant Permission to View Diaries

MS Outlook offers a calendar/diary feature, this allows you to schedule appointments to help you keep track of your working day. This feature also allows other people to view your appointments on a daily basis.

Step 1: Select Calendar

1. Open MS. Outlook



Figure 1: MS Outlook

2. Click on the calendar.



Figure 2: Calendar Icon in Outlook

3. Locate the Calendar you wish to share.

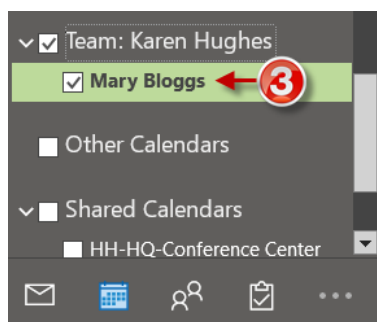


Figure 3: Selected Calendar



Please Note: The above example in *figure 3* is from a test account called Mary Bloggs. The calendar you wish to share may have your own name etc. Please make sure you select the correct calendar.



Step 2: Granting Permission.

4. Right click on the calendar.

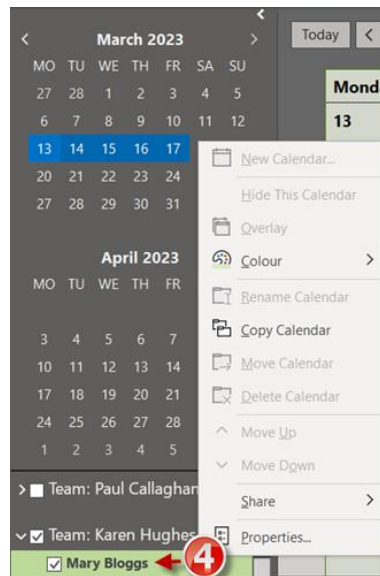


Figure 4: Mary Bloggs Account

5. Click the Properties.

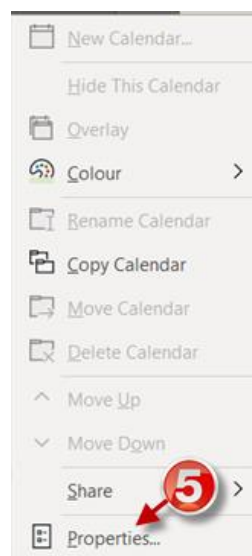


Figure 5: Properties



6. Click Permissions

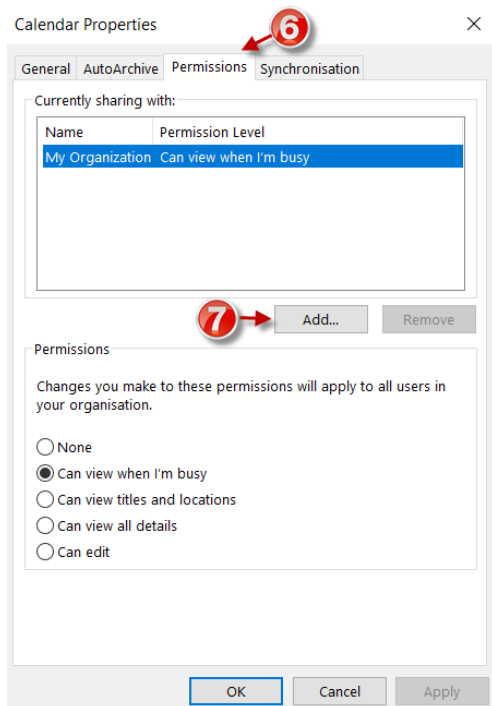


Figure 6: Calendar Properties

7. Click Add

8. Choose Name Only

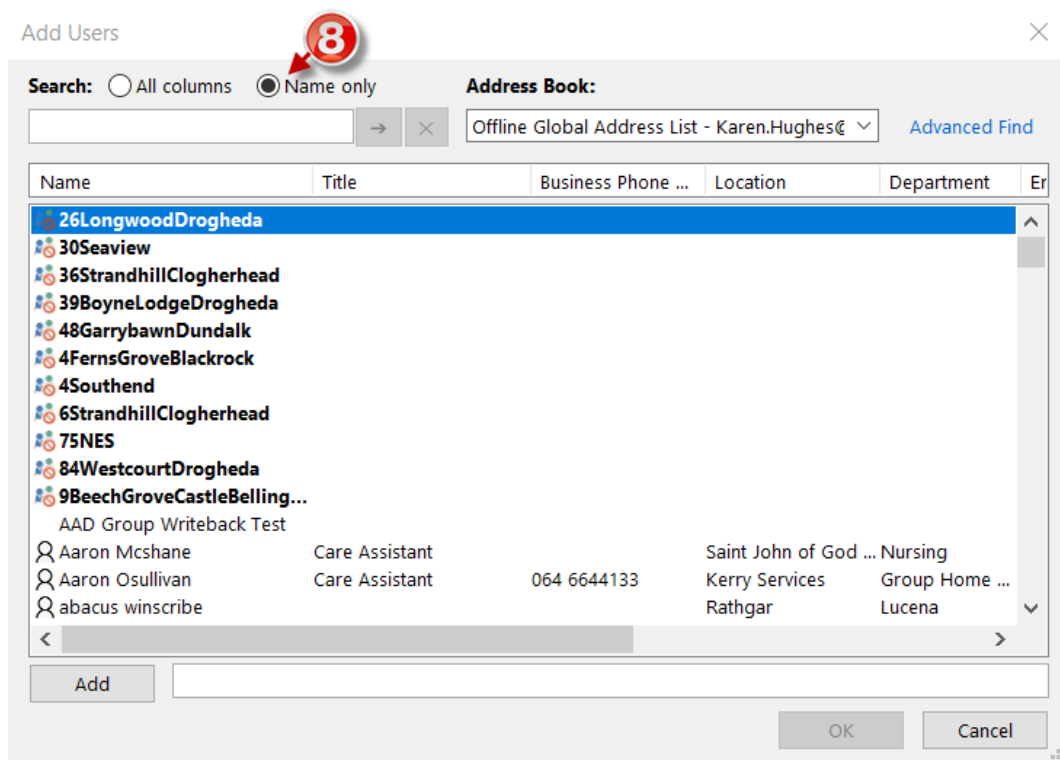


Figure 7: Adding User



9. Type in the person name you wish can view your calendar.

Add Users

Search: ☐ All columns ☒ Name only

Address Book: Offline Global Address List - Karen.Hughes@... [Advanced Find](#)

Name	Title	Business Phone ...	Location	Department	Er
Mary Ann Irhue	Relief Social Care Work...	N/A	Liffey Services Kild...	Group Homes...	
Mary B O Shea	Care Assistant	064 6644133	Kerry Services	Centre Based ...	
Mary B Osullivan	Care Assistant	064 6644133	Kerry Services	Centre Based ...	
Mary Bartlett	Staff Nurse	064 6644133	Kerry Services	Group Home ...	
Mary Bartley	Addiction Counsell...	Hospital Stillorgan	Saint John of ...		
Mary Bloggs	ICT Test Admin	N/A	HSG Shared Servic...	ICT Test Depa...	
Mary Boyle	Health Care Assistant	087 3671758	North East Services	24 TheVillage...	
Mary Brady	Household & Catering	01 2852900	Dublin South East ...	Household	
mary byrne	Staff Nurse	087 9085191	North East Services	The Willows - ...	
Mary Byrne (Century Court)	Senior Clinical Psycholo...	01 2809809	Child and Adolesec...	Team 2 Dun L...	
Mary Byrne (Reception)	Administrative Officer	01 2809809	Child and Adolesec...	Team 1 Dun L...	
Mary Canty	Admin	066 7124333	Kerry Services	Administration...	
Mary Carroll	Instructor	087 3106924	North East Services	Links Day Serv...	
Mary Claire McCourt	Day Service Manager	087 3859518	North East Services	Links Day Serv...	
Mary Coleman	Social Care Worker	01 2858211	Dublin South East ...	Kilgarvan	

Figure 8: Finding Colleagues

10. Click add when you find the person's name.
11. Click Ok.



12. You will now see the name of the person that can view your calendar.

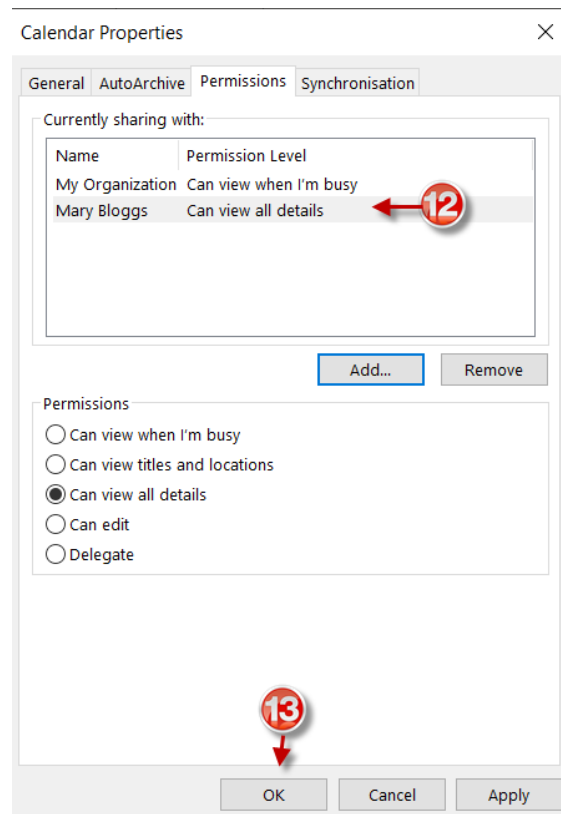


Figure 9: Calendar Properties

13. Click Ok, you have now completed how to grant permissions to shared calendars in MS Outlook.



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