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**