To share access to your calendar with another user...

• In Outlook, click Calendar and then Calendar Permissions

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New New Send / Receive	Next 7 Days	View Adobe POP y Work Week Month Schedule Week Month Schedule View Catendar - Group Arrange Catendar	s * Calendar Calendar Online * Permissions	Find a Contact + 12 Address Book Find		۵.	
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## • Click Add

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• 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** 

awtey	Global Address Lis	t - tawtrey@uabmc.edu	Adyanced Find
Nac	Title	Business Phone	Location
S Awarey, Timothy	System Administrator II	(205) 975-9744	3NW 404
S Axley, John C	VSMS	and the second	SOM
& Axley, Page P	Internal Medicine Resident	(205) 934-4793	JT J136
Sa Ayala Baylon, Karen	Researcher I	(205) 934-6359	Sheby Biomedical
Ayala-Figueredo, Julio C	Graduate Student Trainee	(205) 934-3857	Sheby Biomedical
8 Aycock, Cheri	Research Assistant	(205) 975-5665	
Aycock, Lindsay	Institutional Research Ana	ly (205) 975-4902	Administration Bull
S Aycock, Stephen O	Assistant Nurse Manager	(205) 934-7250	NP 9
Aydt, Terrance	Plumber	(205) 934-5353	616 Building
S Aye, Jamie	Fellows-Pediatric Hematolo	xg (205) 934-4793	JT J136
9 Aver, Tina	Program Dir II	(205) 996-2577	
Ayers, Douglas J	Assoc Prof Business 9 Mo	(205) 934-8856	Business & Engine
S Avers, Km	Nurse Manager	(205) 975-7353	CPM C678
9 Ayers, Kimberlee D	RN-OR		SON
6 Avers Rashad	Perion Surs Care Tech		ND 6th Floor
4			,

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

Calendar Properties								
General Home Page AutoArc	hive Permissions Synchronization							
Name	Permission Level							
Default PATH-exchadm	Free/Busy time Editor							
Timothy L Awtrey (Campus)	Free/Busy time							
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A <u>d</u> d	Remove Properties							
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OK Cancel Apply								