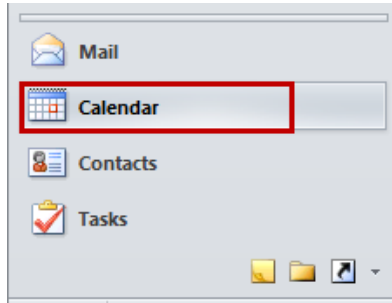


OUTLOOK 2010

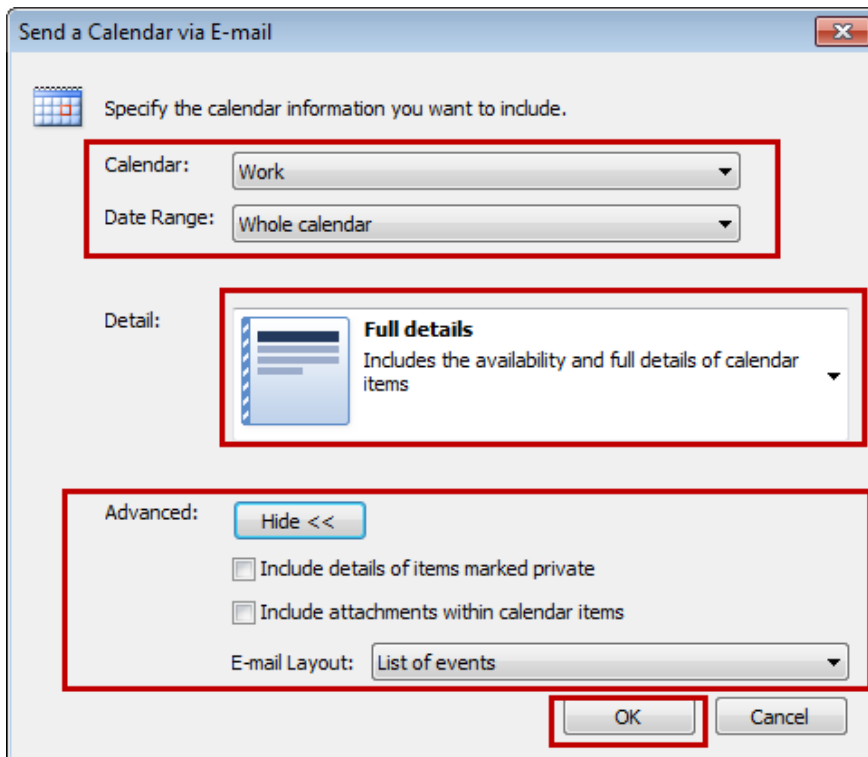
Instructional Steps





E-mail Your Calendar

1. Click on the calendar shortcut to open your calendars.



2. If you have more than one calendar choose which calendar you wish to e-mail.
3. Right click on the calendar name. From the context menu click on "Share", then click on "E-mail Calendar".
4. Choose your options from the "E-mail Calendar" window. Click "OK"



Date Range:	Whole calendar		Full details Includes the availability and full details of calendar items
	Today		Availability only Time will be shown as "Free," "Busy," "Tentative," or "Out of Office"
	Tomorrow		Limited details Includes the availability and subjects of calendar items only
	Next 7 days		Full details Includes the availability and full details of calendar items
	Next 30 days		
Detail:	Whole calendar		
	Specify dates...		