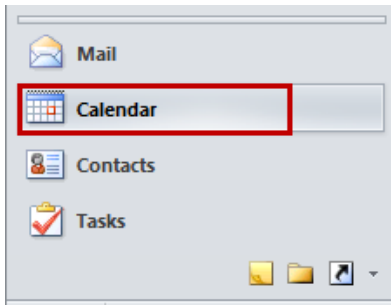


# OUTLOOK 2010

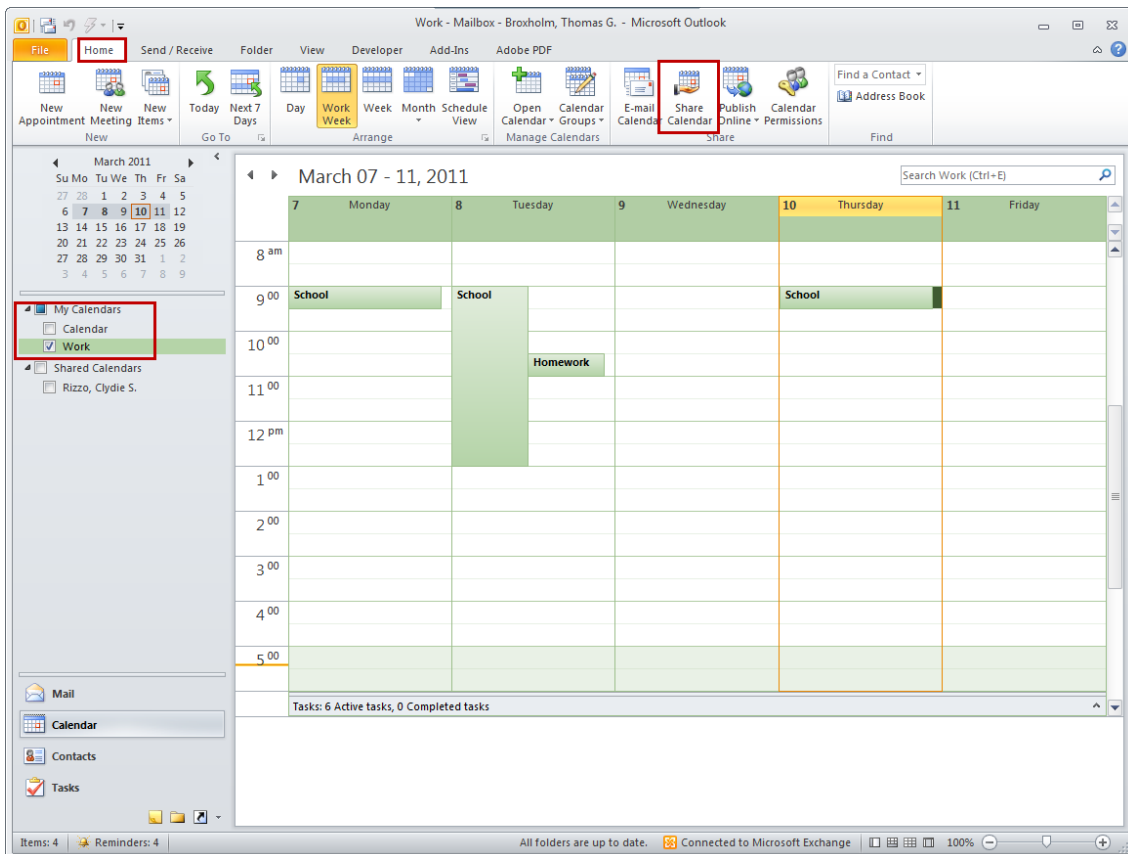
## Instructional Steps

### How to Share Microsoft Exchange Calendar

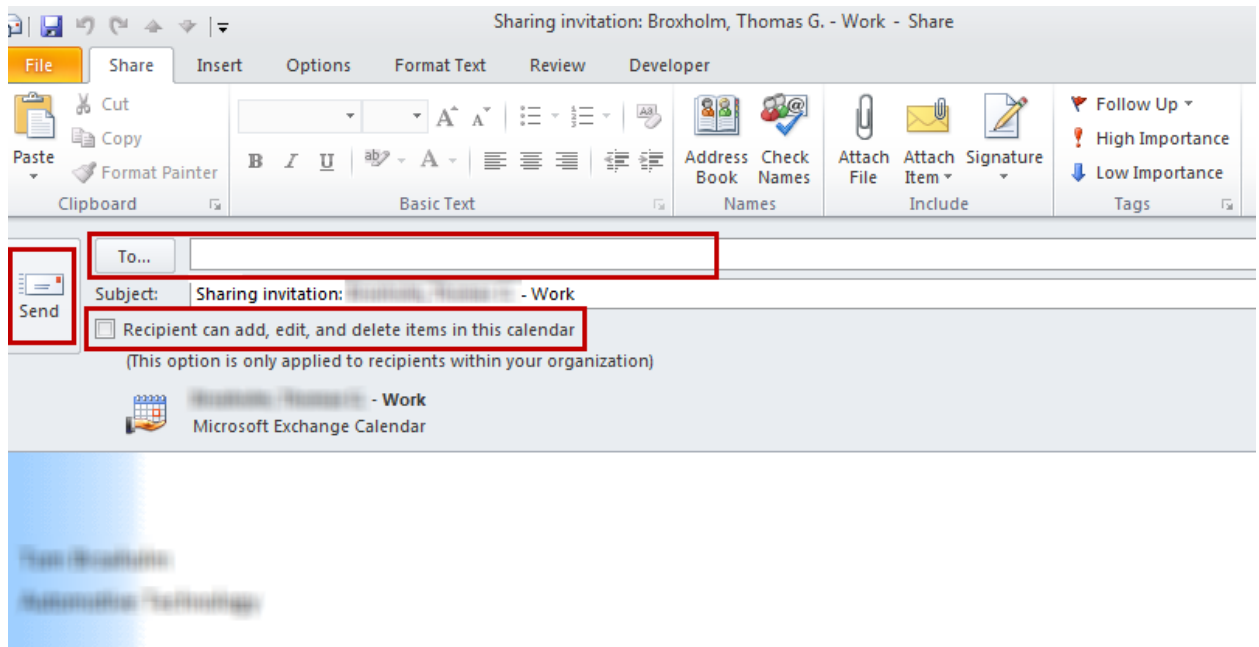
1. Click on the calendar shortcut to open your calendars.



2. If you have more than one calendar choose which calendar you wish to share.
3. On the Home Ribbon under the Share section click on "Share Calendar".



4. Choose who you want to share your calendar with and if you would like to allow them the rights to edit your calendar or not. Then click “Send”.



5. When you are prompted with the confirmation message click “Yes”.

