Granting Calendar Access in Outlook 2011

1. Click on the Calendar link in Outlook (lower left-hand pane).

2. Right click on your Calendar in the list of ones you can see, then choose Sharing Permissions from the menu.

3. Click the Add User button in the Properties window that appears, then enter the name of the person you wish to share with and click Find.

   When you find the person you want, highlight the name and click OK.

4. Back in the Properties window, set the level of Read/Write/ Delete/Other permissions that you wish the user to have. When done, click OK.