Below are the steps to give access to your calendar to another person:

- Click on Calendar in Outlook
- In the left pane right-click on the name of the calendar you would like to share and click **Properties**
- In the window which is displayed, select the **Permissions** tab
- In the Permissions window, click the **Add** button
- In the Add Users window, make sure the Global Address List is selected in the Address Book field and type the user's first and last name into the Search box at top. Highlight the user and click the **Add** button and then **OK**
- You will be returned to the Permission window. Make sure new user is highlighted and select a **permission level**.
- Click **OK** after selecting permission level