

How To... Share Your Calendar in Outlook 2007

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Overview

It is a CUE policy that users share their calendar information to facilitate a greater degree of collaboration. This is of particular interest in environments where users can work remotely (teleworkers).

If you experience any difficulties while following this guide please contact the CUE Helpdesk.

Procedure

1. Open Outlook and click on Calendar

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2.	Right-Click on	Calendar	and c	lick on	Properties

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3. Select the Permissions Tab and then select Default

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4. Select Author from the Permission Level dropdown list and click OK

Checking Your Work

You can confirm that the settings have taken affect by **running through steps 1-3** again. You should notice that the **Default Permission Level** is now **Author**

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Contacting the CUE Helpdesk

If you encounter any problems while following this 'How To...' please contact the CUE Helpdesk via email (<u>helpdesk@cad.coventry.ac.uk</u>) or by telephoning internal extension 8888.