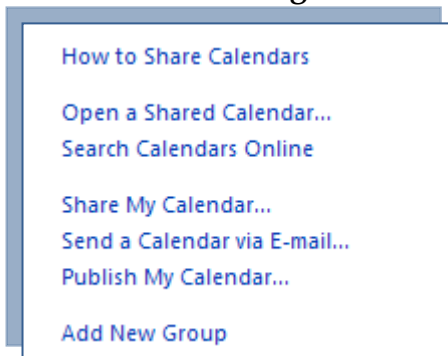


SHARING CALENDARS

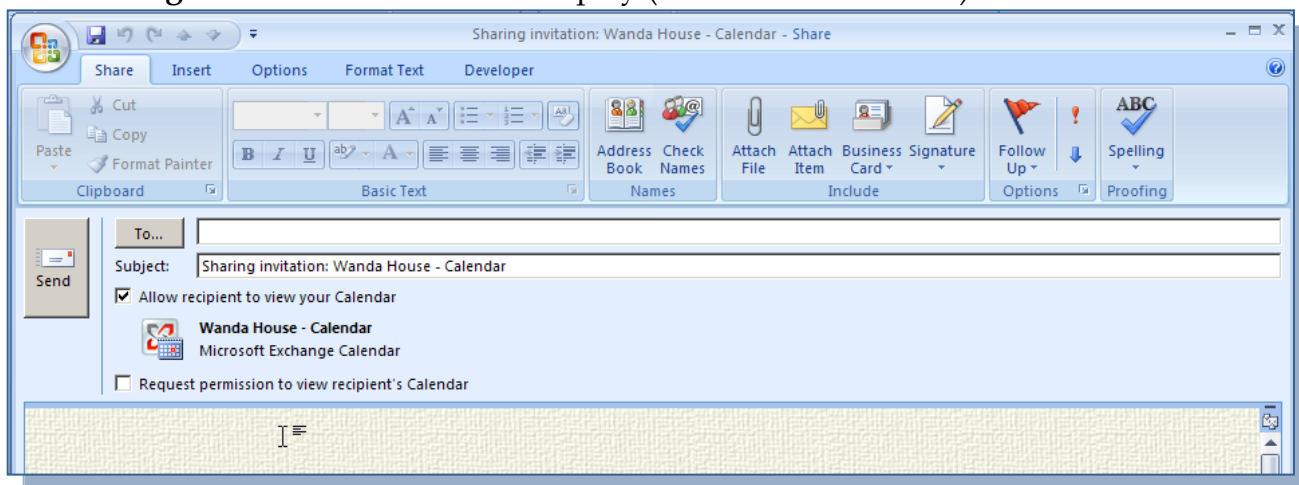
It is possible to share your Calendar with any one who is on the Exchange Server network. If another network user shares his or her Calendar with you, it is possible for you to view it on your own computer. Your Calendar and the other person's Calendar will display side-by-side. The Global Address Book has to be used in order to share the Calendar.

GRANTING PERMISSIONS

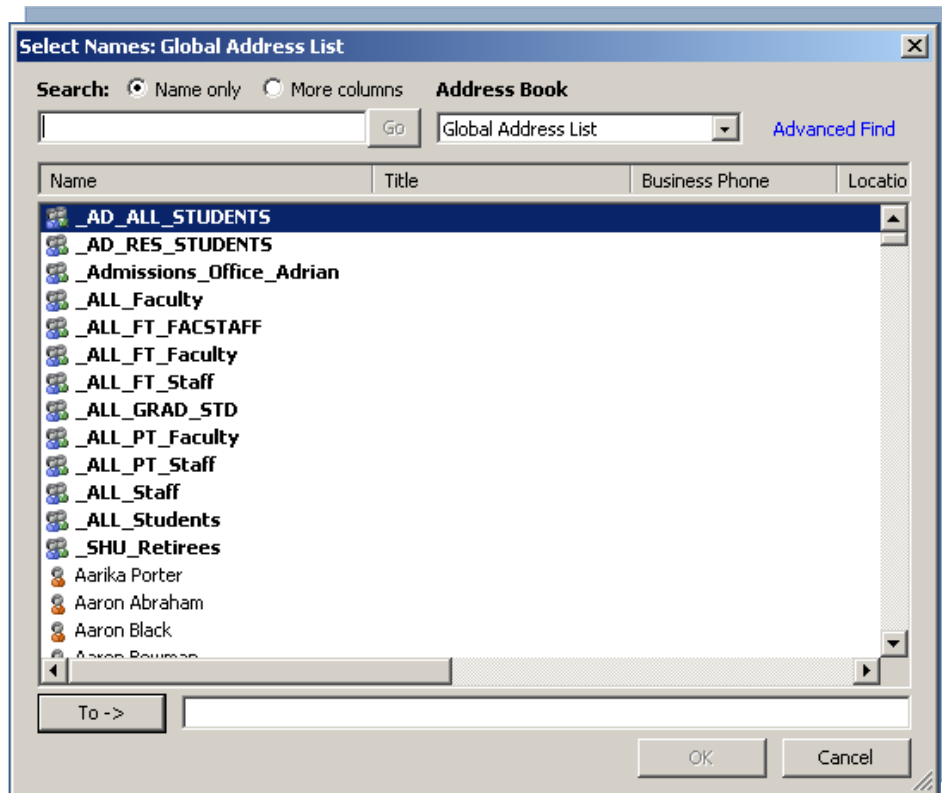
- ✚ Click on the **Calendar** button on the **Navigation Pane**.
- ✚ Do one of the following:
 - ✦ Click **File** on the **Menu Bar**, point to **Folder**, and then click **Share "Calendar"**.
 - ✦ Click the **Share my Calendar** link in the **Navigation Pane** (see illustration below).



- ✚ The **Sharing Invitation** window will display (see illustration below).



- ✚ Click the **To** box, to select a name from the **Select Names** window.
- ✚ The **Select Names** window will display (see illustration on next page).
- ✚ If **Global Address List** does not appear, click the **Address Book** list arrow.
 - ✦ Select **Global Address List** from the menu.
 - ✦ In the **Search** box, input the information for the person to whom the invitation is being sent.
 - ✦ The names must be input exactly as they are in the list in order for Search to work properly.
 - ✦ A list of names matching the specified Search criteria will display.
 - ✦ Click the name in the list.
 - ✦ Click the **To** button at the bottom of the window.
 - ✦ Click the **OK** button to insert the name into the **Invitation** window.
 - ✦ Click **Cancel** to exit the **Select Names** window without selecting a name.



- ✚ Click one of the two check boxes:
 - ✦ Allow recipient to view Your Calendar.
 - ✦ Request permission to review recipient's Calendar.
- ✚ Click the **Send** button.

NOTE: Names can also be entered by typing the email address or person's name into the **To** box.