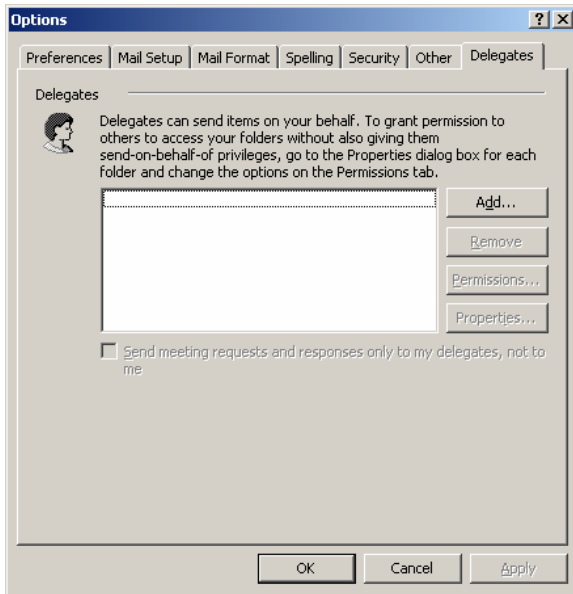


How to Share Calendar in Outlook XP

Open Outlook XP

Click on Tools | Options | Delegates

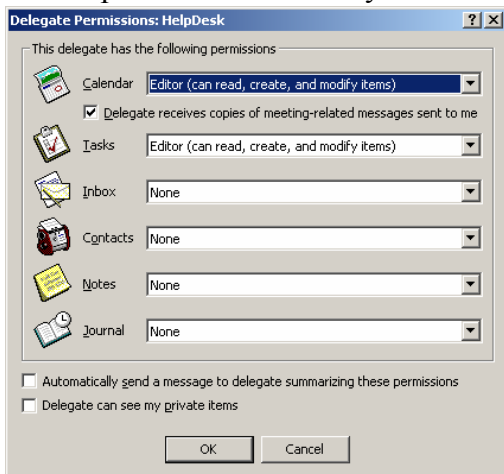


Click on Add

It now comes up to the Global Address List

Add who you want to have delegate access, click OK.

Set the permissions to what you want them to have. Click OK

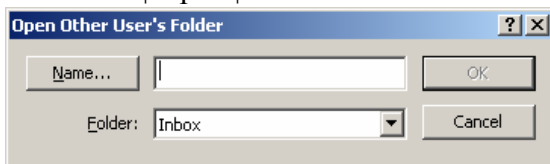


These are the defaults.

How to Access Shared Calendar in Outlook XP

Open Outlook XP

Go to File | Open | Other User's Folder



Click on Name. It goes to the Global Address List. Choose the correct name and click on OK. Then in the Folder section, click on the down arrow and choose whatever they have access to (by default it is the Calendar).

Click OK

The new calendar now opens in a new window.

You have access to whatever permission are granted to you.