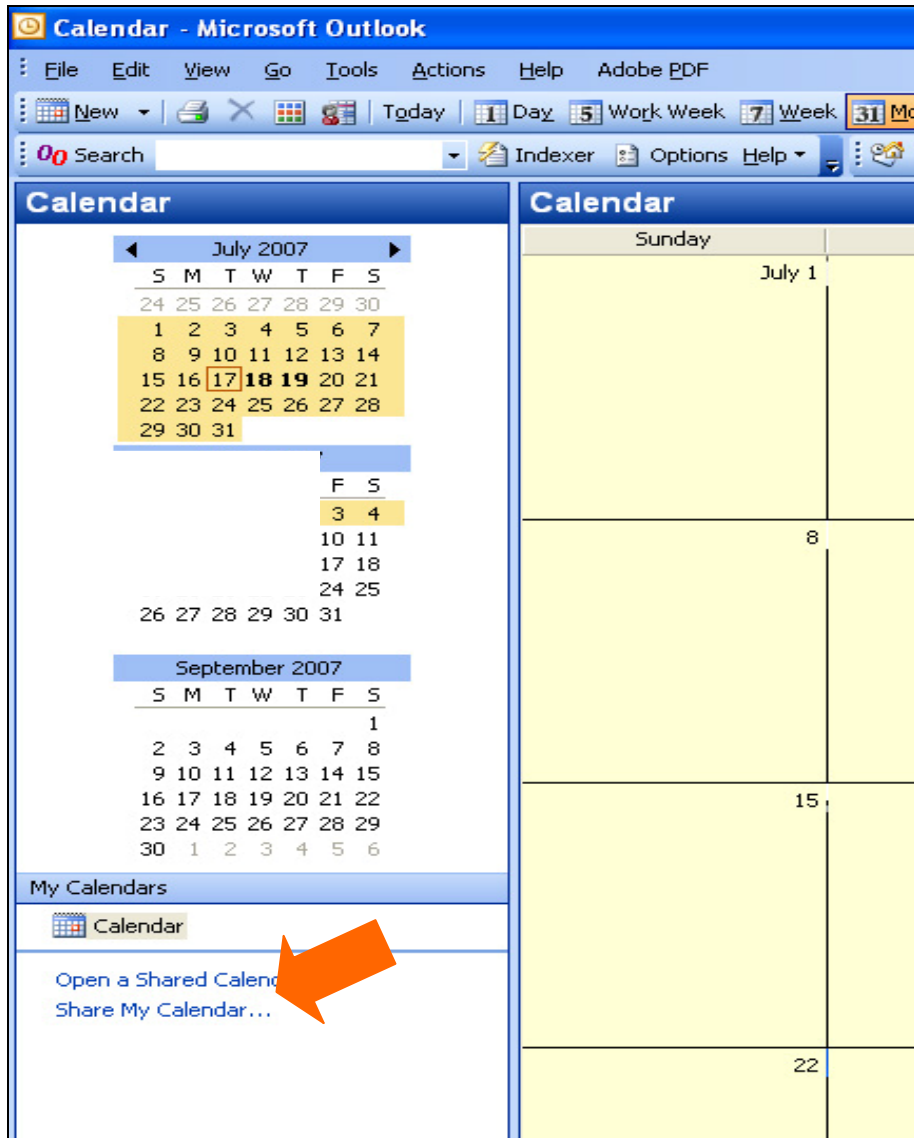
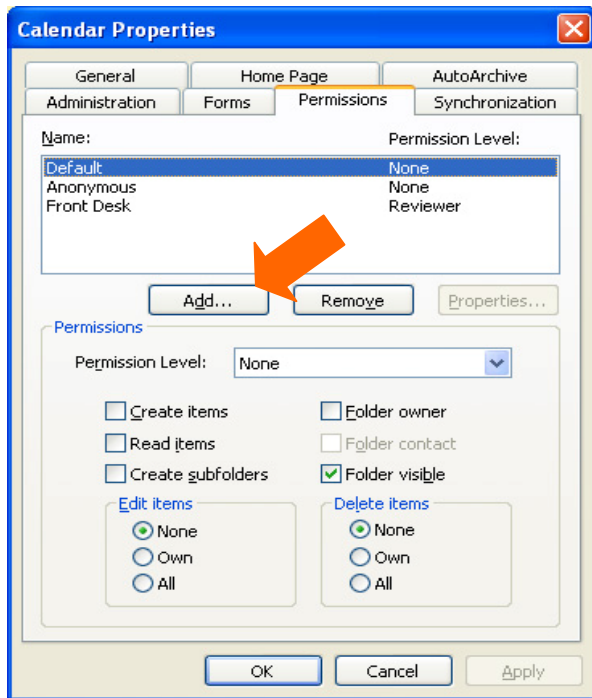


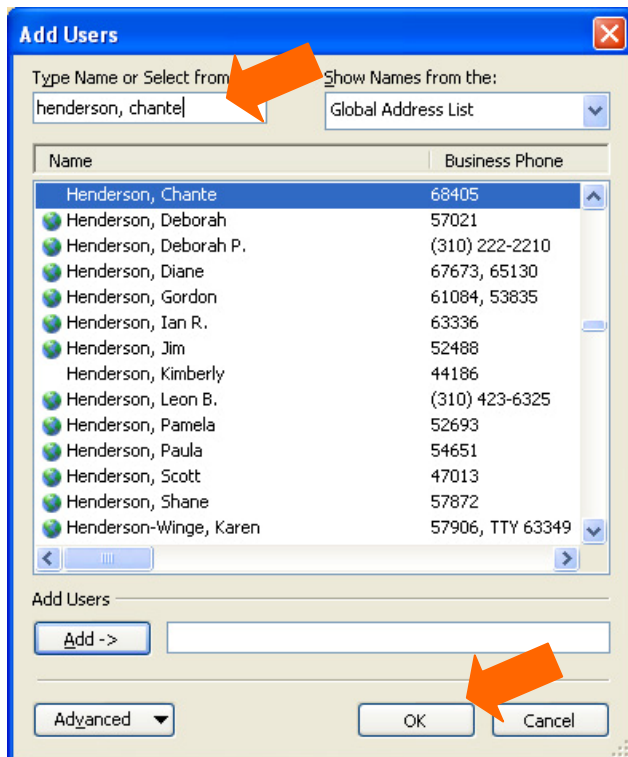
How To Share Your Calendar With Others



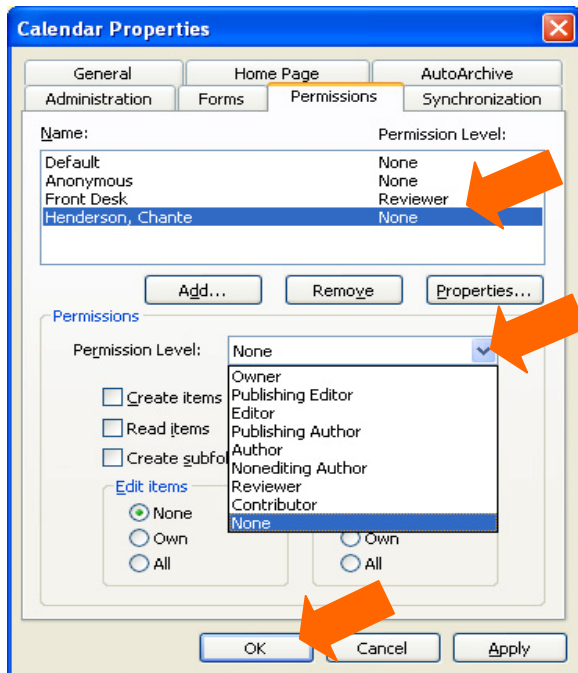
In the Calendar window, click on "Share My Calendar"



In the Calendar Properties box, click on Add.

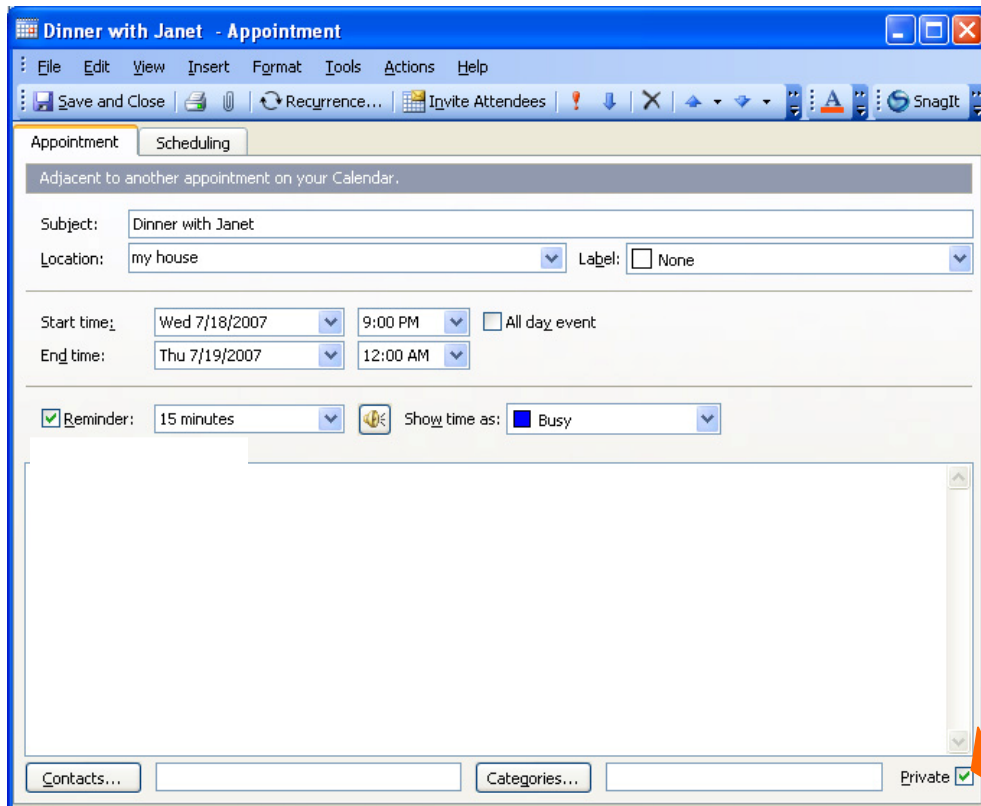


Type in the user's name (or scroll through the Global Address List) and click OK.



When you first add a user, you MUST select a "Permission Level" from the drop down menu. The default level is set to "None".

Click OK when you are finished.



If you share your calendar, you may want to prevent others from seeing the details of an item. To do this, click on the "Private" checkbox in the appointment details screen.