


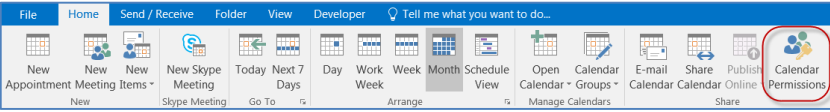
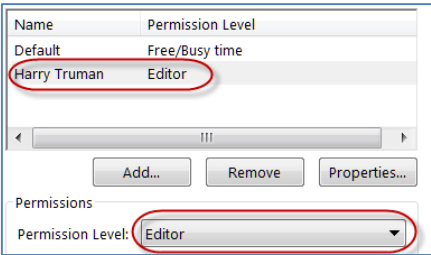
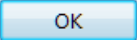





Granting Read/Write to Your Calendar

When you share your calendar, the person can read your calendar items only. If you want the person to create, change, or delete your calendar items, you will need to modify your calendar permissions. These instructions will guide you in this process.

| | |
|---|---|
| 1. Open Outlook 2016 |  |
| 2. To switch to your calendar, click the Calendar icon,  (lower left corner of your screen) |  |
| 3. From the Home tab, click Calendar Permissions |  |
| 4. When the Calendar Properties open, <ul style="list-style-type: none"> • Select the desired person. • Change the Permission Level to Editor |  |
| 5. <ul style="list-style-type: none"> • Click  | |
| 6.  After you change the permissions for a person, the person will need to restart Outlook to use their new permissions. | |