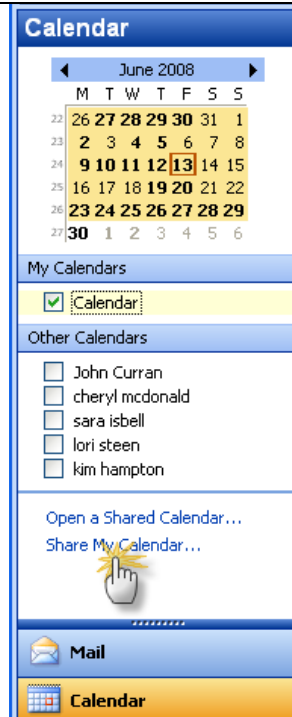
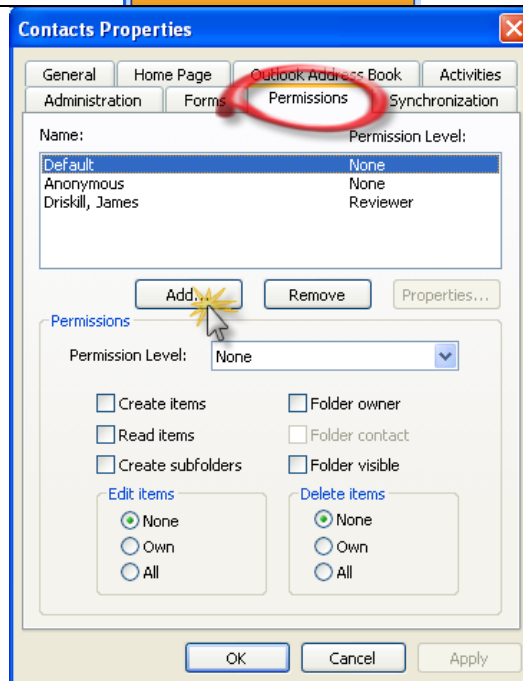


Sharing Calendars

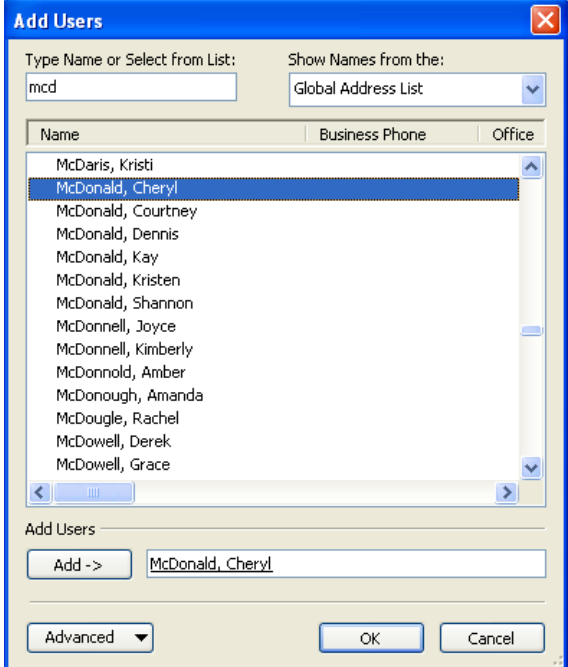
If you want to share one of your calendars, click Share My Calendar.



From the Permissions tab click Add.

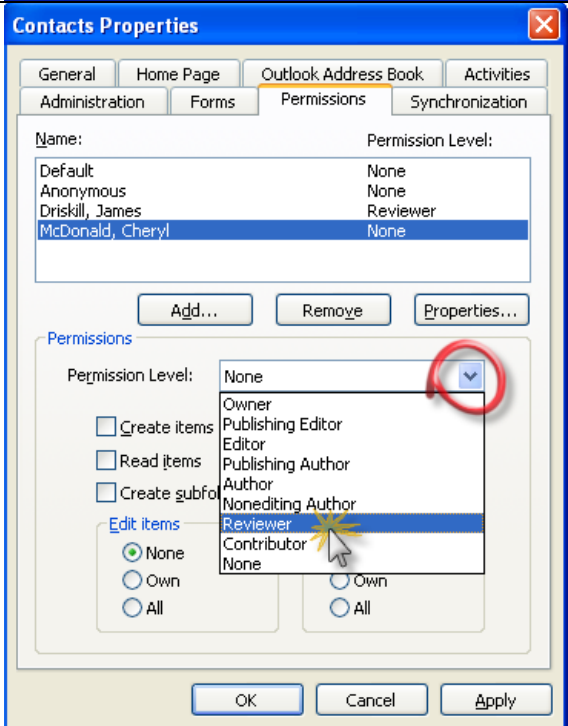


Start typing the last name of the person you are going to share with, double click their name in the list (you will now see the name in the Add field), and click OK.



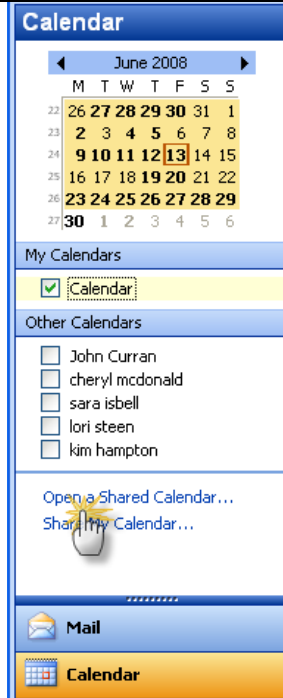
With the person's name highlighted, select Reviewer as the Permission Level. This will give the person the ability to see and use your calendar but not change anything.

Click OK.



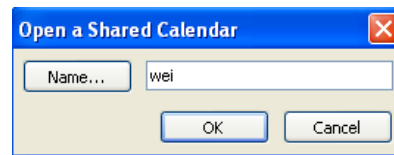
Now the person you shared with has to do the following steps:

Click on Open Shared Calendar

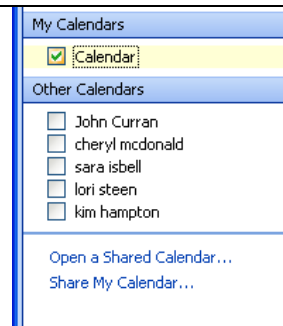


Type in the name of the person that shared their calendar with you OR click Name and select their name.

Click OK.

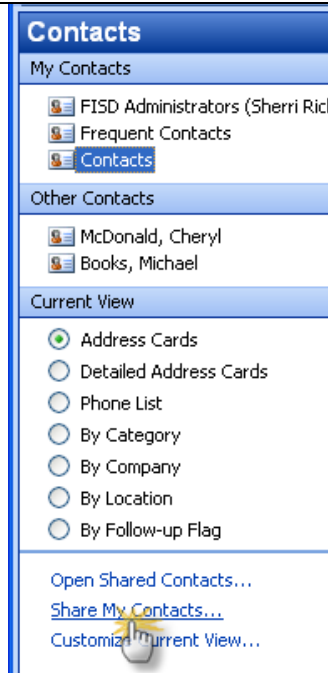


You will now see their calendar listed under Other Calendars. To see the other calendars, put a check mark in front of the name.

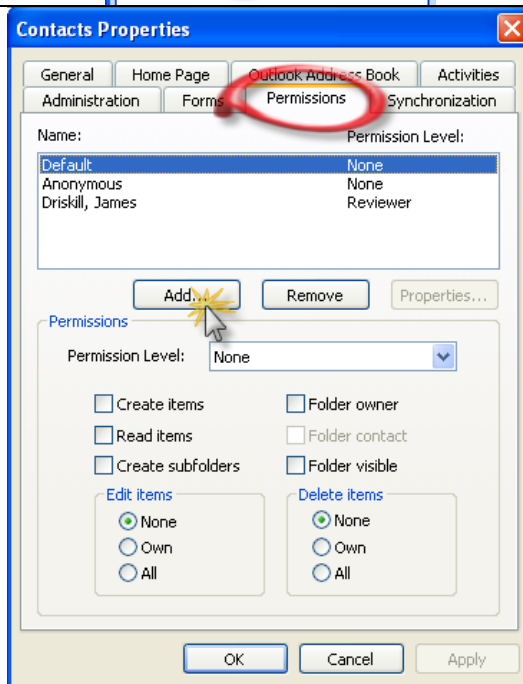


Sharing Contacts ("address books" in GroupWise)

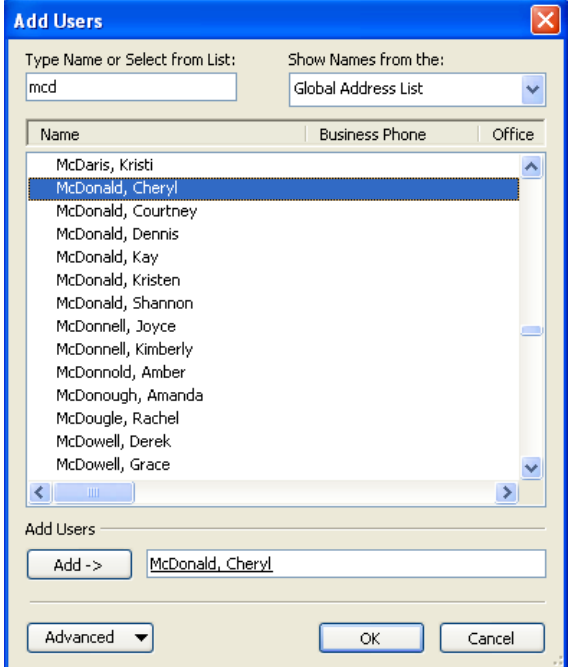
If you want to share one of the address books in My Contacts, click Share My Contact.



From the Permissions tab click Add.

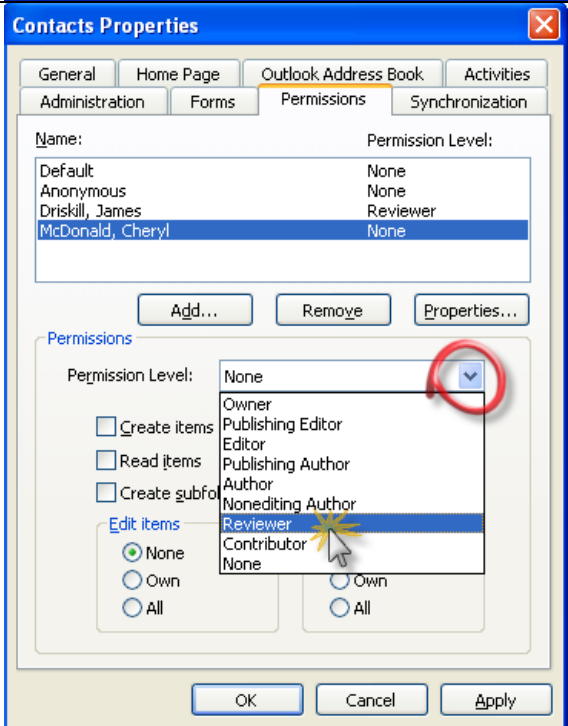


Start typing the last name of the person you are going to share with, double click their name in the list (you will now see the name in the Add field), and click OK.



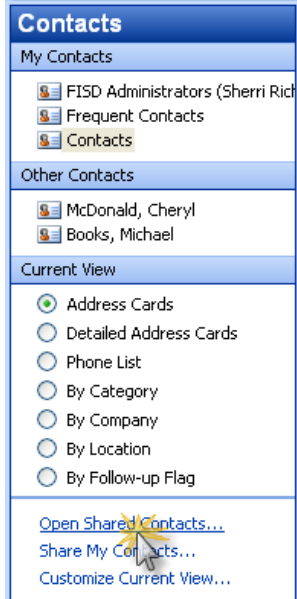
With the person's name highlighted, select Reviewer as the Permission Level. This will give the person the ability to see and use your contacts but not change anything.

Click OK.



Now the person you shared with has to do the following steps:

Click on Open Shared Contacts



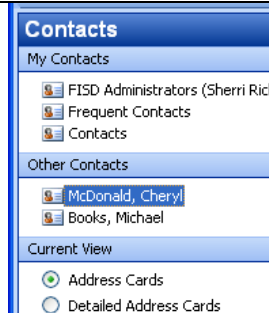
Type in the name of the person that shared their Contacts (address book) with you OR click Name and select their name.

Click OK.



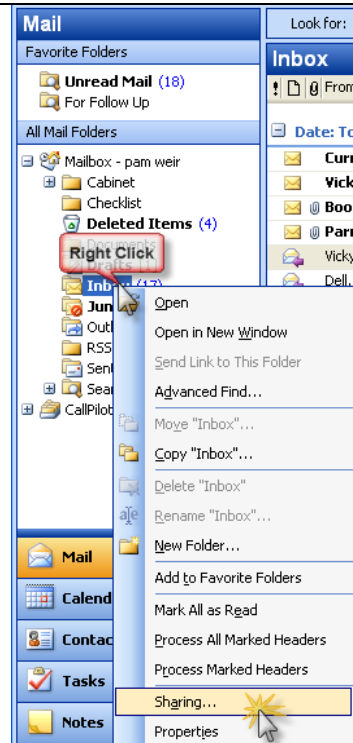
You will now see their Contacts listed under Other Contacts.

If you want to have this Contact available in your Address Books list, follow the steps for adding address books in Outlook.

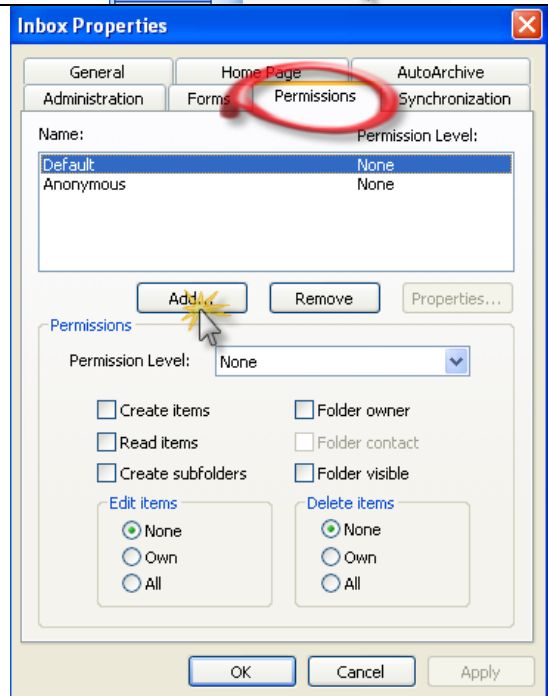


Sharing Your Inbox

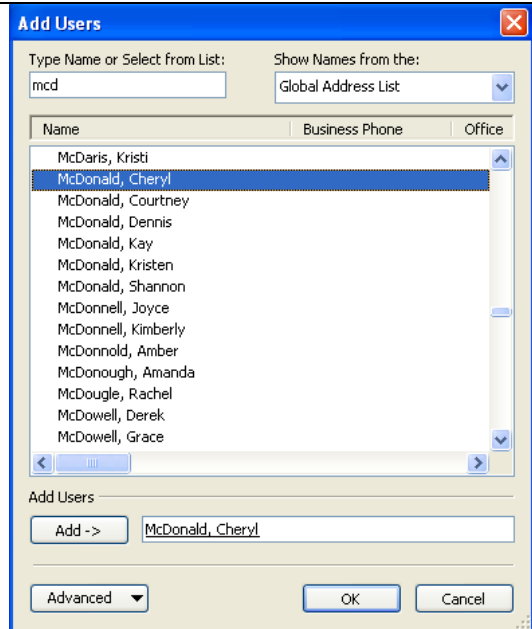
Right click on your Inbox and choose Sharing.



From the Permissions tab click Add.

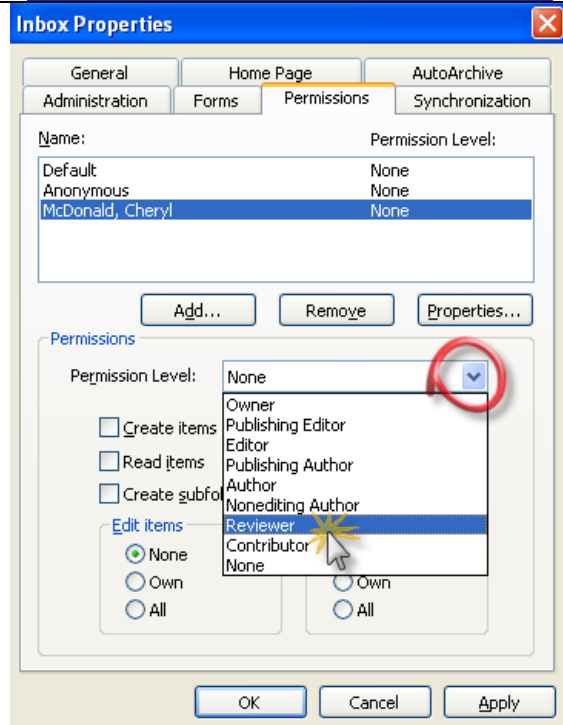


Start typing the last name of the person you are going to share with, double click their name in the list (you will now see the name in the Add field), and click OK.



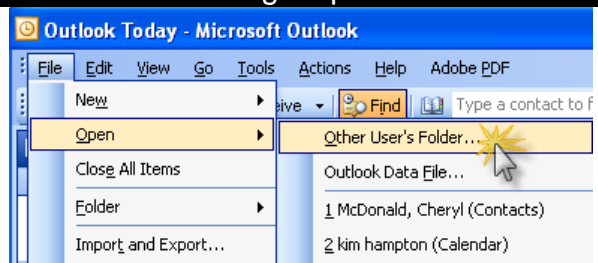
With the person's name highlighted, select Reviewer as the Permission Level to give the person the ability to see your mailbox but not change anything. Selecting other Permission Levels will give them more or less rights.

Click OK.



Now the person you shared with has to do the following steps:

Go to File/Open and click Other User's Folder.



Type in the name of the person that shared their Inbox with you OR click Name and select their name.

Click OK.

