



How To... Share Your Calendar in Outlook 2007

Content

How To... Share Your Calendar	1
Content	1
Overview.....	1
Procedure.....	1
Checking Your Work	3
Contacting the CUE Helpdesk.....	4

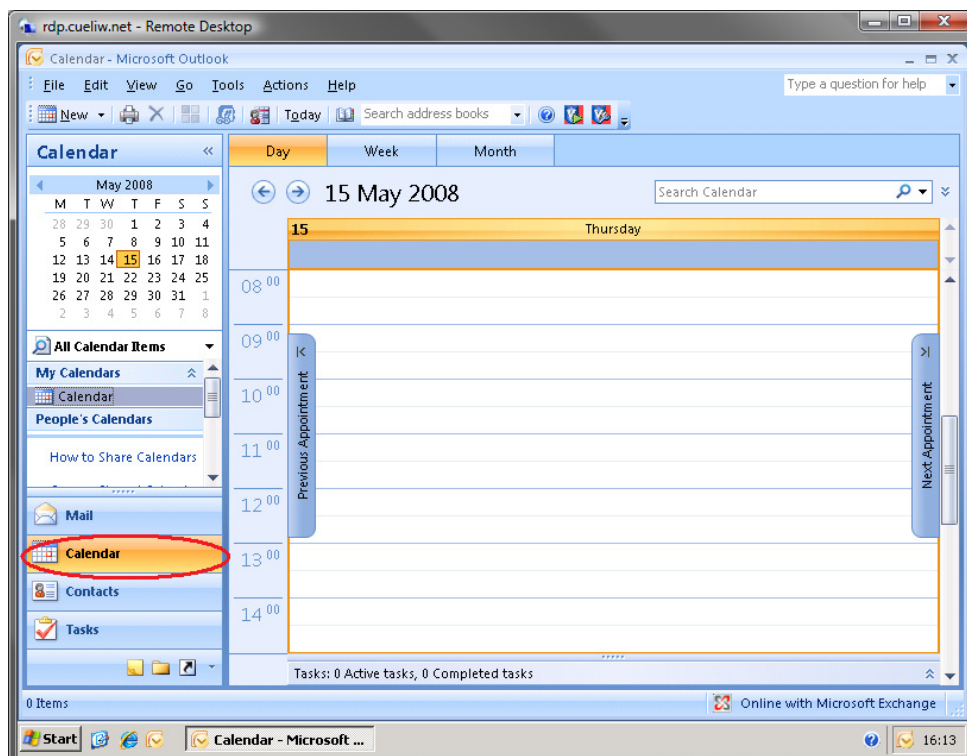
Overview

It is a CUE policy that users share their calendar information to facilitate a greater degree of collaboration. This is of particular interest in environments where users can work remotely (teleworkers).

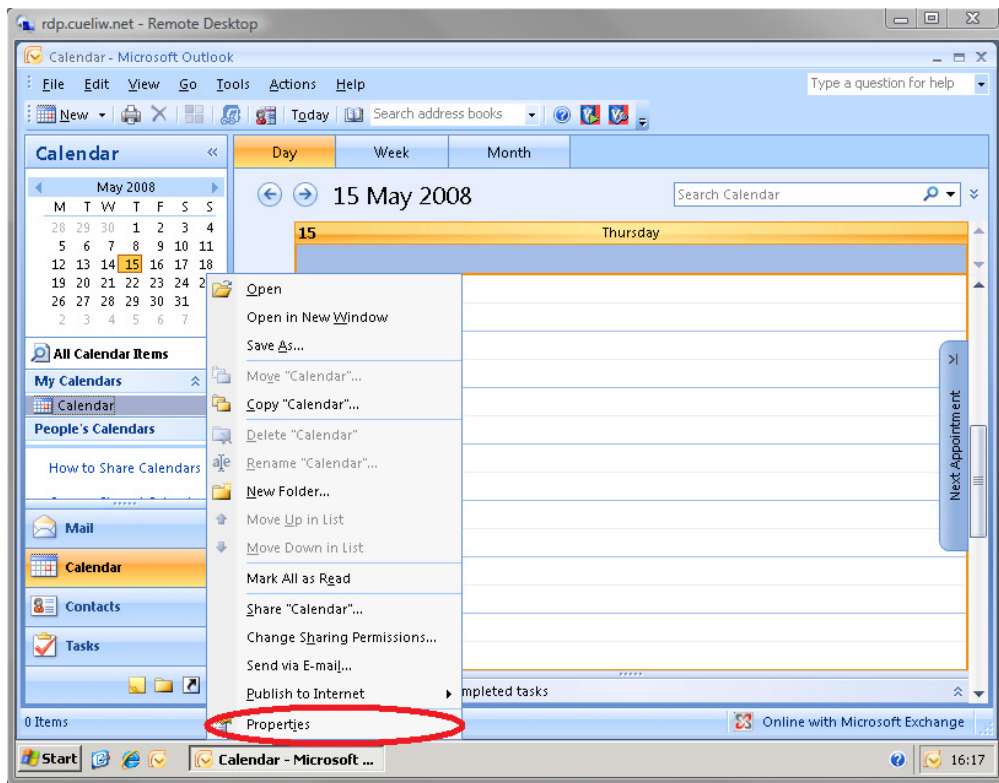
If you experience any difficulties while following this guide please contact the CUE Helpdesk.

Procedure

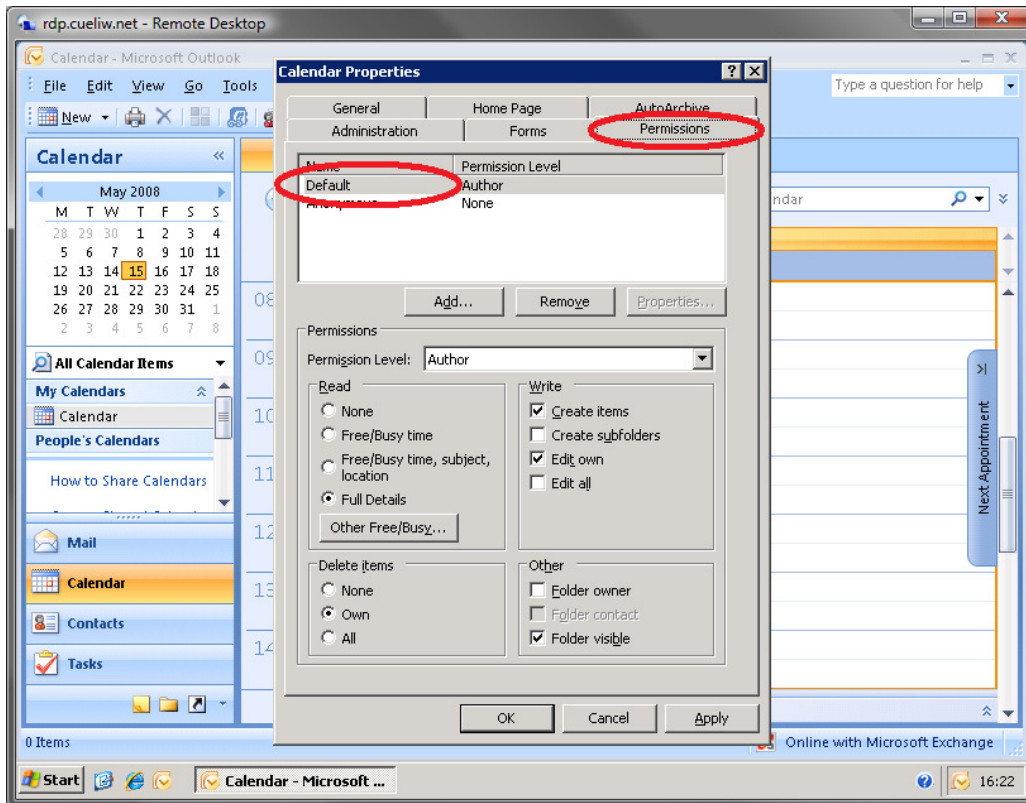
1. Open **Outlook** and click on **Calendar**



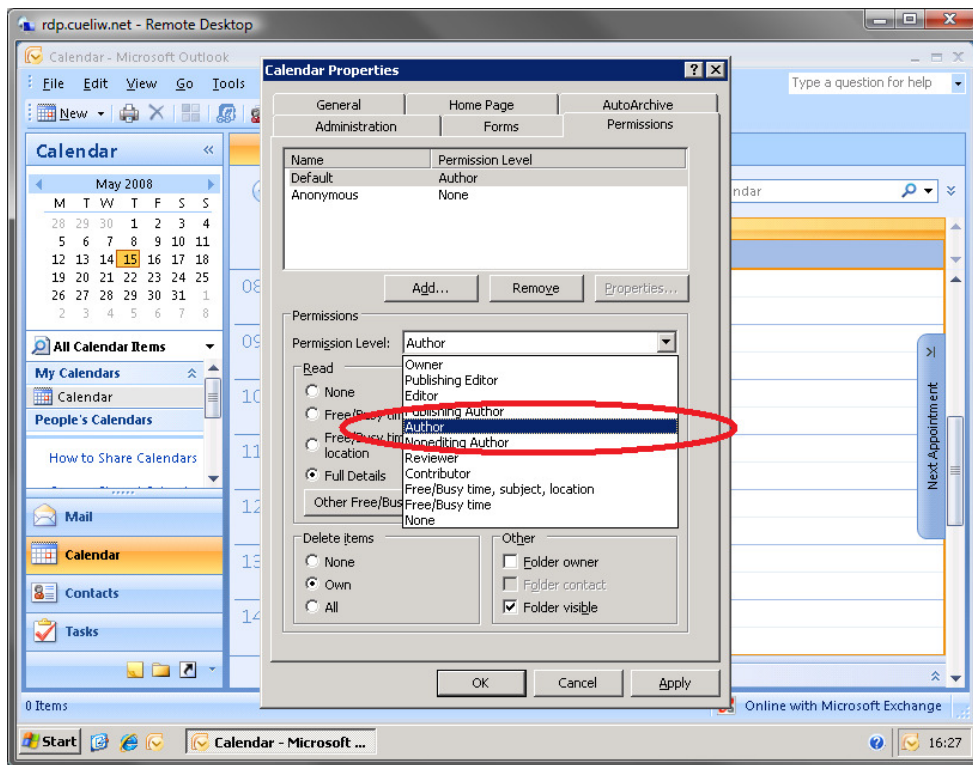
2. Right-Click on **Calendar** and click on **Properties**



3. Select the **Permissions** Tab and then select **Default**

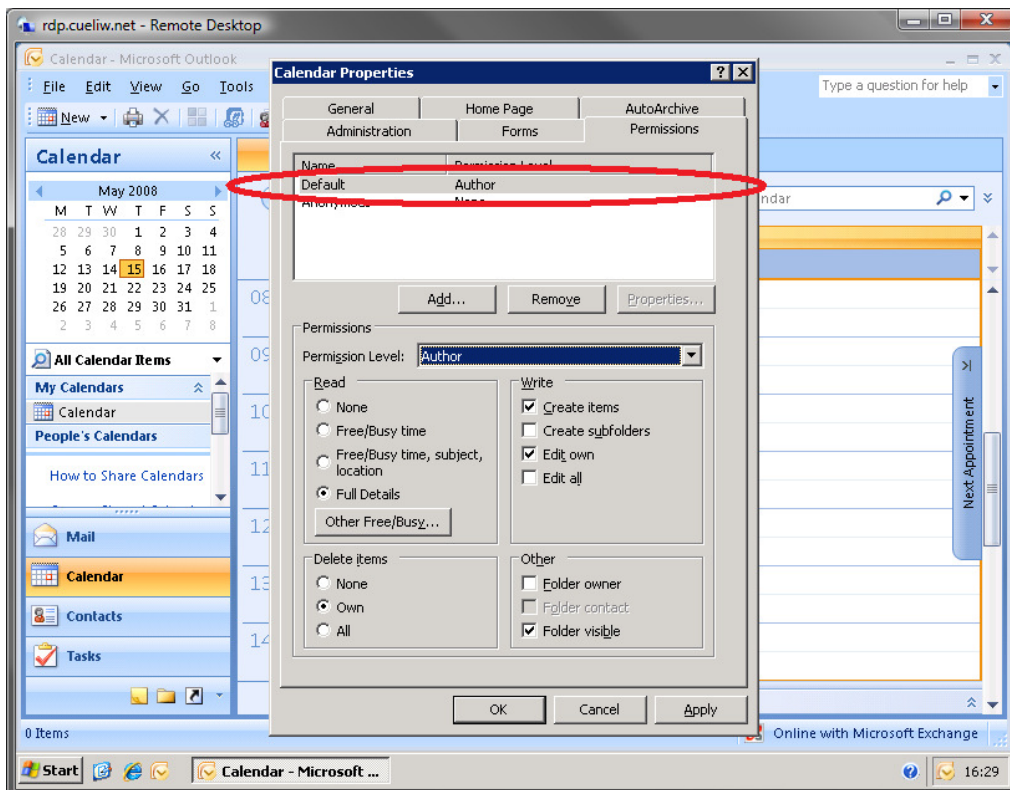


4. Select **Author** from the **Permission Level** dropdown list and click **OK**



Checking Your Work

You can confirm that the settings have taken effect by **running through steps 1-3** again. You should notice that the **Default Permission Level** is now **Author**



Contacting the CUE Helpdesk

If you encounter any problems while following this 'How To...' please contact the CUE Helpdesk via email (helpdesk@cad.coventry.ac.uk) or by telephoning internal extension 8888.
