

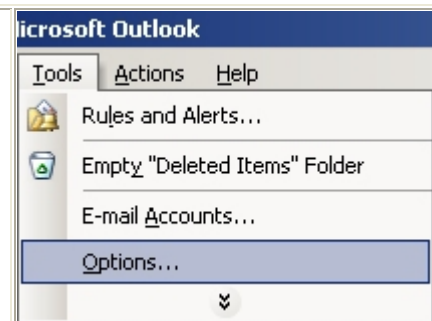
## Setting Up Calendar Sharing With Outlook XP/2003

Instructions for sharing your Calendar or any other folder such as your Inbox, Contacts, Tasks, etc... are located below as well as instructions on how to add another user's shared folder such as the Calendar so that you can view it from your mailbox. All of the below settings require that you be using the Texas Tech University Exchange servers. These instructions apply to both Outlook 2003 and Outlook XP.

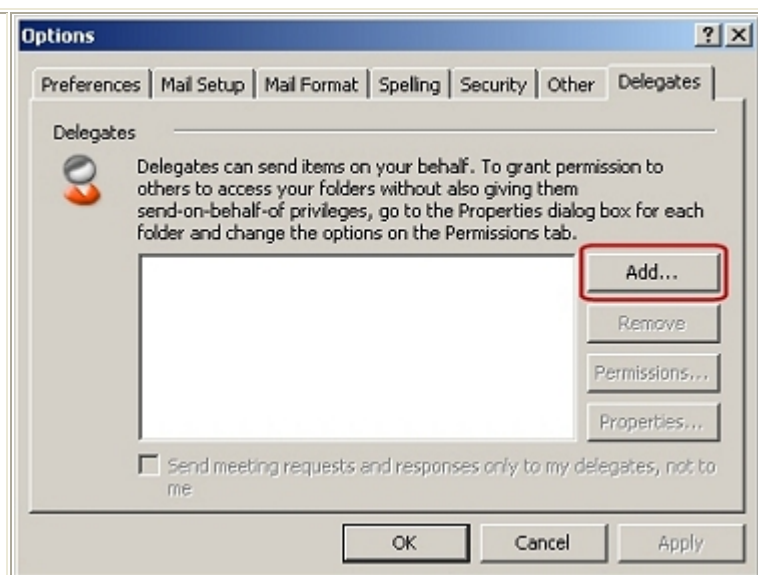
- [Granting Delegate Permissions for Your Calendar \(or other folders\)](#)
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- [Viewing a Calendar \(or other folder\) Which You Have Permissions For](#)

### Granting Delegate Permissions for Your Calendar (or other folders)

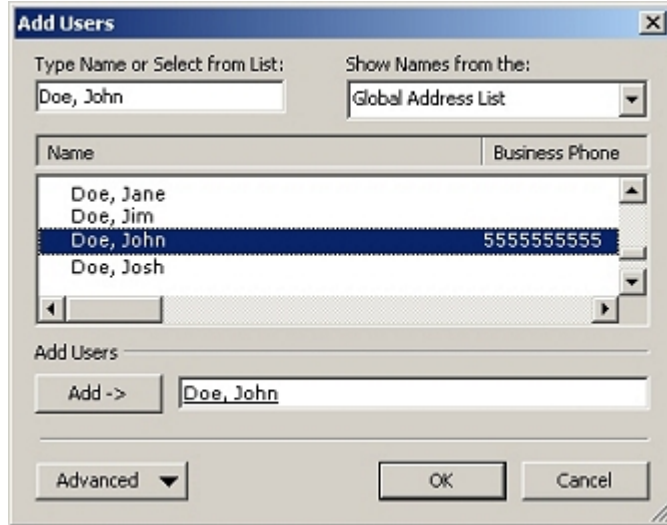
**Step 1:** Click on **Tools** -> **Options**.



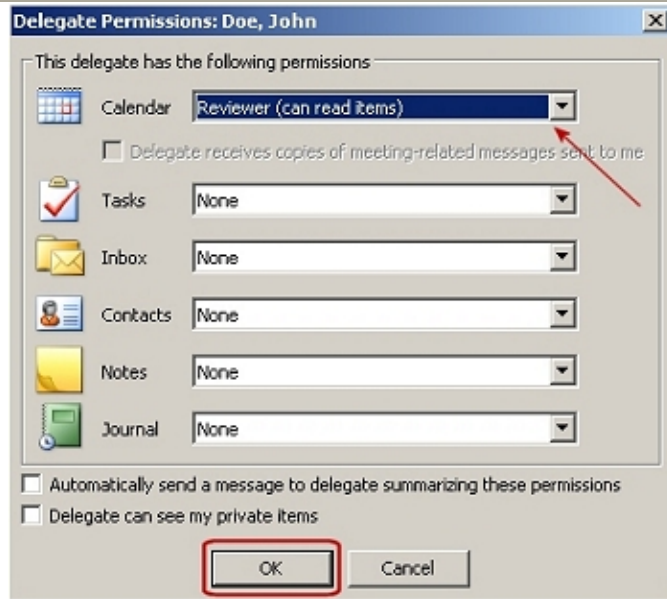
**Step 2:** In the Options window, click on the **Delegates** tab and then click on the **Add** button.



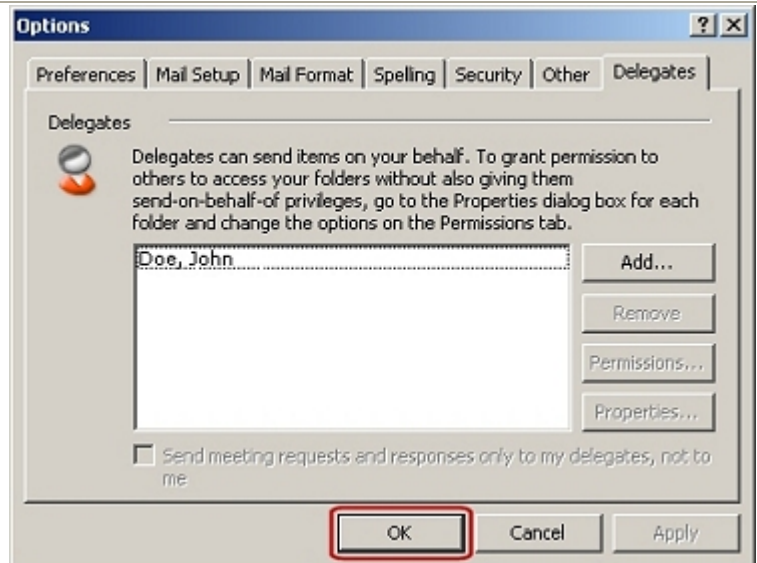
**Step 3:** The Add Users window will now appear. Type in the name of the person you would like to add in *Lastname, Firstname* form and hit enter. The name should appear in the box near the bottom. If it doesn't you may have to select the person from the list in the middle of the window. Once you have selected the person to add, click **OK**.



**Step 4:** You will now set the Delegate Permissions for the person you are adding. The picture below shows an example of adding read only permissions for the calendar while not giving any further permissions at all. Once you have selected the permissions you want, click **OK**.



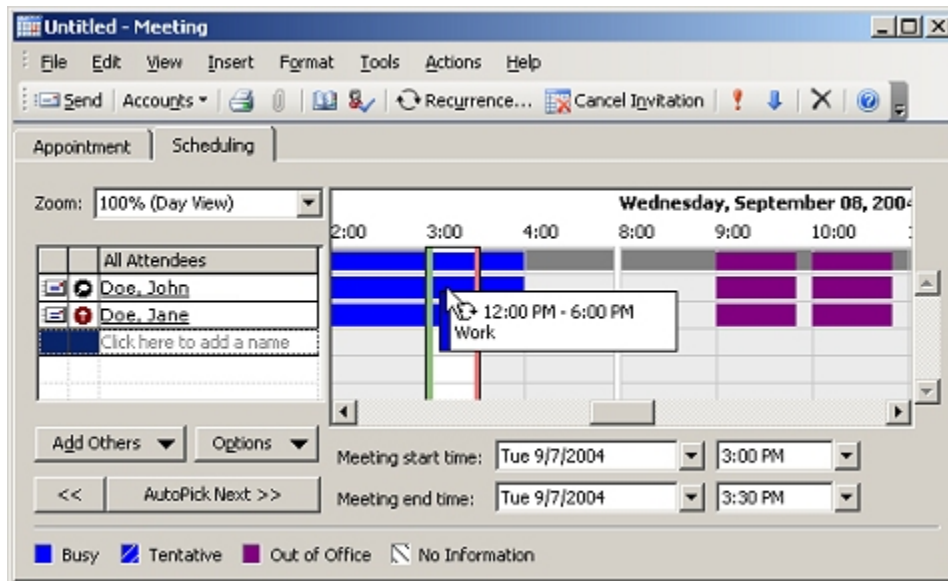
**Step 5:** You will now be taken back to the Options window. Click **OK** to return to Outlook.



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## Viewing Extended Calendar Details While Scheduling Meeting Requests

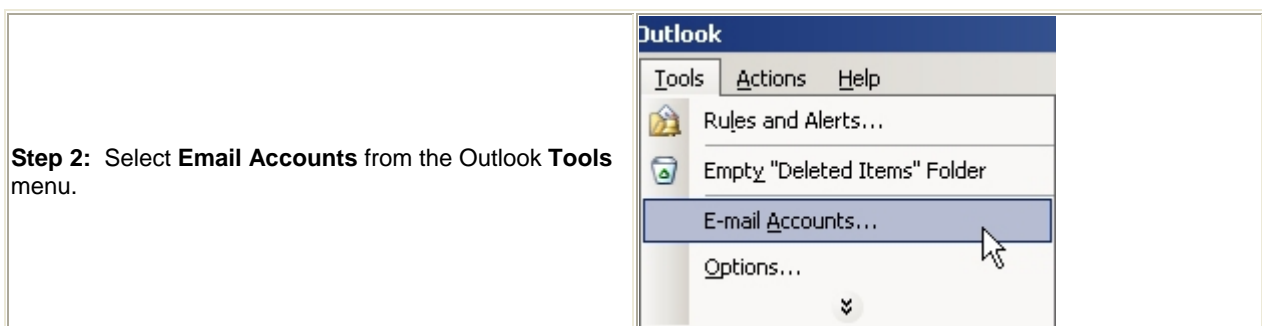
Once your calendar has been shared, if someone who you have given permission to view your Calendar schedules a meeting request, they will be able to see, in better detail, what is occurring on your calendar at a specified time. This is done by hovering the mouse over a prospective time in the meeting request window as is seen in the picture below.



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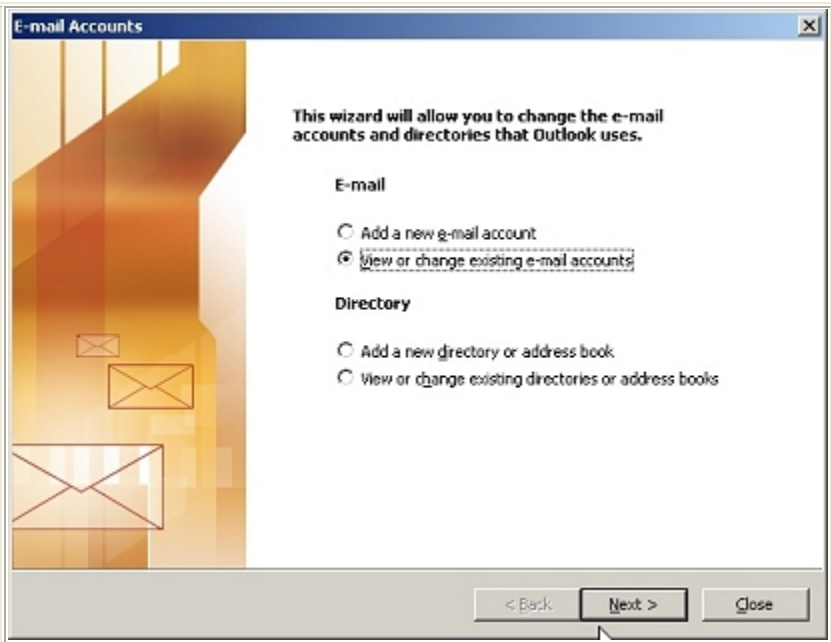
## Mapping a Calendar (or other folder) to Your Folder List

**Step 1:** Open Outlook and log into your email account.



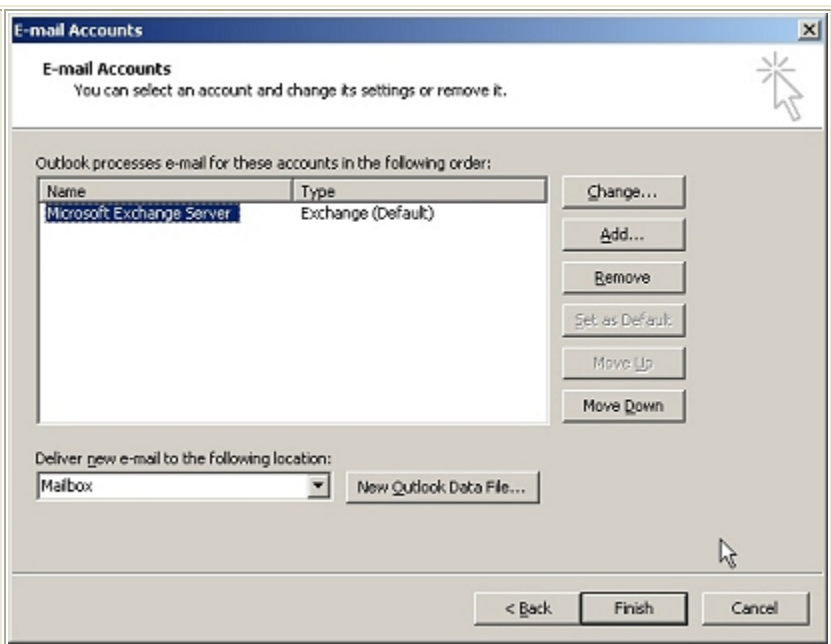
This will open the **Email Accounts** window.

**Step 3:** Select **View or Change Existing Email Accounts**, and click the **Next** button.



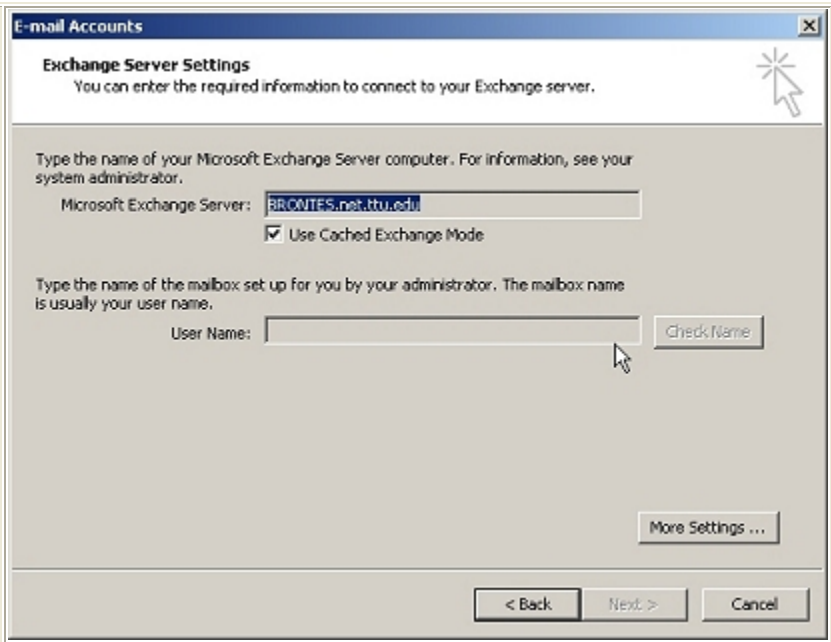
This action will open the **E-mail Accounts** window which allows the adding, removing, or changing of e-mail accounts.

**Step 4:** Select your Microsoft Exchange Server account and click the **Change** button.



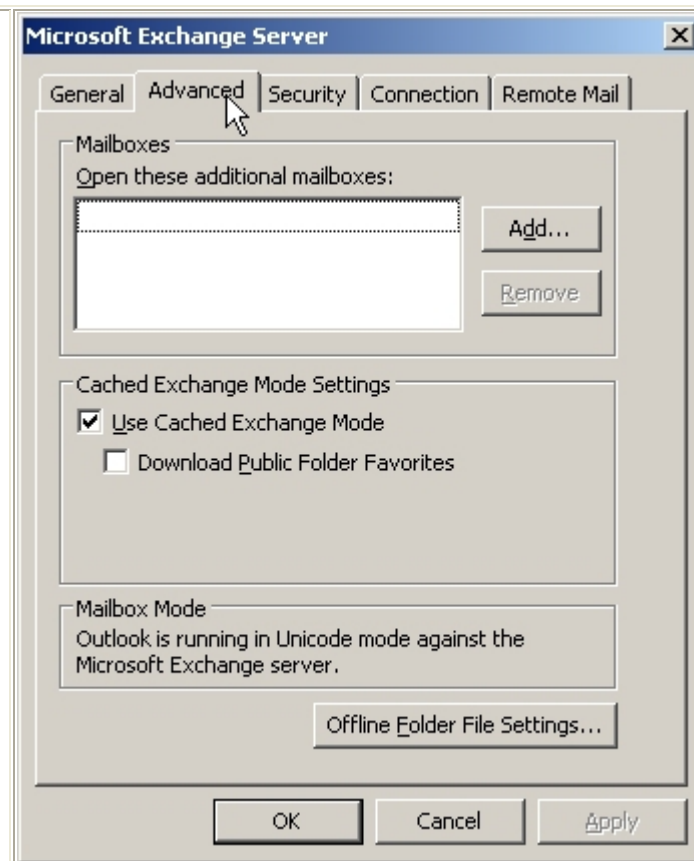
This will open the next **E-mail Accounts** window where changes will be made.

**Step 5:** Select the **More Settings...** button in the lower right corner of the window.



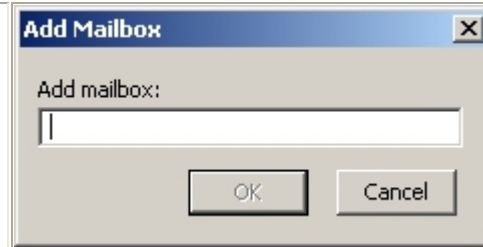
A window labeled "Microsoft Exchange Server" opens. Note that this window has four tabs.

**Step 6:** Select the **Advanced** tab and click the **Add...** button to add the TechMail mailbox.



A prompt will appear to allow you to enter the name of the person who's mailbox you have been granted permission to.

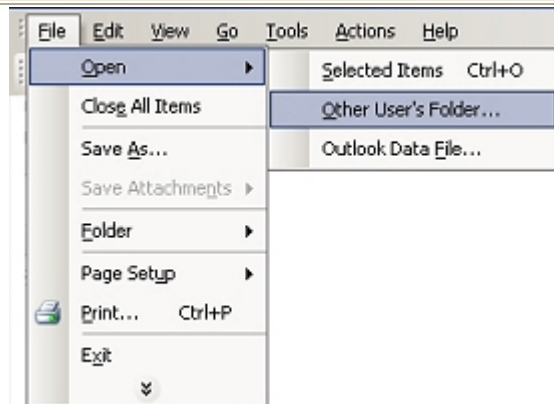
**Step 7:** Enter the name of the person who has granted you permission to access part or all of their mailbox. For example, if John Doe gave you permission to access his Calendar, enter Doe, John in the Lastname, Firstname form. Click **OK** to close the window.



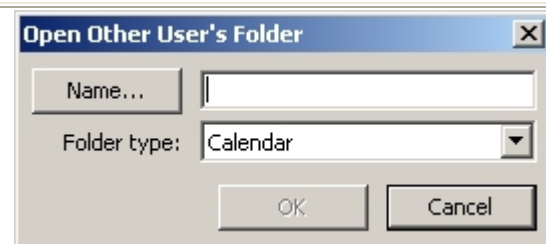
The user's mailbox will now appear in your Folder List. You will only have access to the parts of the mailbox that you have been granted access to such as the Calendar.

## Viewing a Calendar (or other folder) Which You Have Permissions For

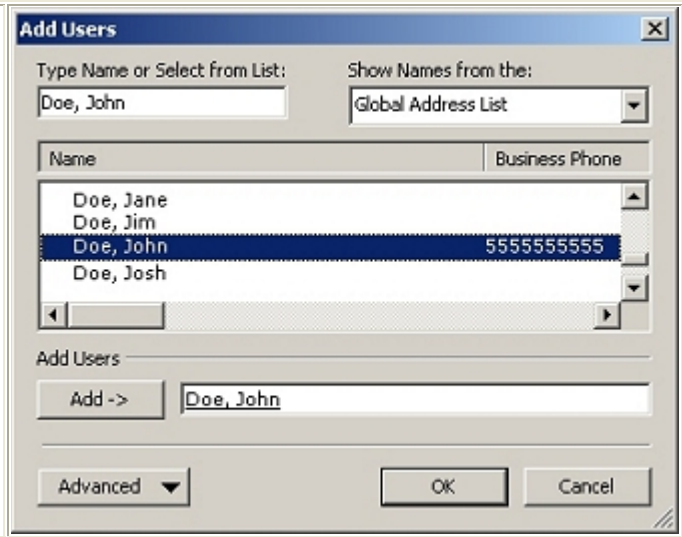
**Step 1:** Click on **File -> Open -> Other User's Folder**.



**Step 2:** The "Open Other User's Folder" window will appear. Select the appropriate folder in the drop down menu, and then click the **Name** button



**Step 3:** The "Select Name" window will appear. Type in the name of the person you would like to add in *Lastname, Firstname* form and hit enter. The name should appear in the box near the bottom. If it doesn't you may have to select the person from the list in the middle of the window. Once you have selected the person to add, click **OK**.



**Step 4:** If you have appropriate permission, Outlook will now open the folder. In the future, once you have opened a user's folder in this manner, a shortcut to that folder should be visible under File -> Open. You should be able to click on the shortcut for easy access in the future.