How to add Permission to your Outlook 2013 Calendar

1. Open Outlook 2013.

2. Select **Calendar.**

3. On the Home tab, select **Calendar Permissions**.

4. Select the P**ermissions** tab if it is not already selected.

5. Select **Add**.

6. Type the name of the person you wish to add (e.g, doe, jane). Highlight the name that you want to add.

7. Click the **Add** button and the user's name will display underlined in the text box to the right.

8. Click **Ok**.

9. Under Permissions you can set the appropriate permissions for the user (e.g., Reviewer, Author, etc.)

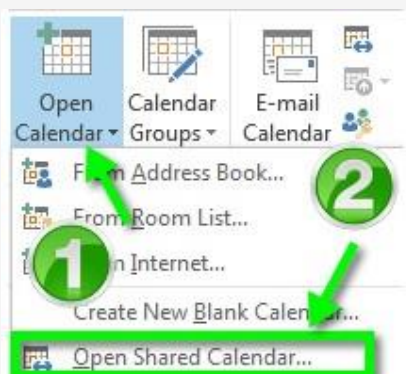10. Click **OK** when you are finished selecting the permissions.

Permission Settings:

Owner	Create, read, modify, and delete all items, and create subfolders. Can change the permission levels that other people have for the folder.
Publishing Editor	Create, read, modify, and delete all items and create subfolders.
Editor	Create, read, modify, and delete all items.
Publishing Author	Create and read items, create subfolders, and modify and delete items and files that you create. (Does not apply to delegates.)
Author	Create and read items and modify and delete items and files that you create.
Non-Editing Author	Create and read items s only.
Reviewer	Read items only.
Contributor	Create items only. The contents of the calendar do not display.
Free/Busy Time, Subject, Location	See free/busy time as well as the subject and location of items. Cannot Create Files and can only read this basic information, not the full files.

Free/Busy Time	See free/busy time only.
None	No permission. You cannot open the calendar.

How to open Shared Calendar to your Outlook 2013

1. Open Outlook 2013.
2. Select **Calendar.**
3. Click the **Open Calendar** dropdown menu and select **Open Shared Calendar**

4. Click the **Name** button.
5. Select the name of the person whose calendar you would like to view from the list.
6. Click **ok.**

The shared calendar will appear on the right side of your screen. You can click the name of the calendar, and view its content.