Share an Outlook calendar with other people

Share calendars by email

Calendars shared by email arrive in the recipient's Inbox as email message attachments, with a Calendar Snapshot in the message body. You can edit the Calendar Snapshot before sending. For example, you can change fonts or highlight days or appointments.

To send a calendar by email:

1. On the **Home** tab, in the **Share** group, click **E-mail Calendar**.

2. In the **Calendar** box, click the calendar that you want to send.

3. In the **Date Range** box, click the time period that you want the calendar to show.

4. Enter or select any other options that you want, and then click **OK**.

An Outlook 2010 user who receives the Calendar by email can choose to open the Calendar Snapshot in Outlook. Doing so can display the Calendar Snapshot and the recipient's current calendar in side-by-side mode or calendar overlay mode.

Share calendars using a Microsoft Exchange Server account

Microsoft Exchange Server enables calendar sharing with others who have Exchange accounts. Your calendars can be viewed only by others to whom you have granted permissions. If the other person whose calendar you want to open has not granted you permission to view it, Outlook prompts you to ask the person for the permission that you need.

After you access a shared calendar for the first time, the calendar is added to the **Shared Calendars** list in the Navigation Pane, where you can access it the next time that you want to view it.

To share your calendar with another Exchange user:

1. On the **Home** tab, in the **Share** group, click **Share Calendar**.

2. In the Sharing Invitation that appears, enter the person who you want to share with in the **To** box.

3. Enter or select any other options that you want, just as if you were sending an email message.

The recipient sees an email notification that you have shared your calendar. You can also request that the recipient share his or her Exchange Calendar with you.

Tip: If you want to share a calendar that you created that is not your default Calendar, in the Navigation Pane, right-click the calendar name, and then click **Share *calendar name***.