With the Delegate Access feature, one person can use his or her own copy of Outlook to easily manage another person's calendar. For example, an administrative assistant can manage the calendar of a manager. When the manager designates the assistant as a delegate, the assistant can create, move, or delete appointments and can organize meetings on the manager's behalf.

## **Steps To Resolution:**

## **Share Calendars**

Microsoft Exchange Server enables calendar sharing with others who have Exchange accounts. Your calendars can be viewed only by others to whom you have given 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 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 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 that 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 e-mail message.

The recipient gets e-mail 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*.