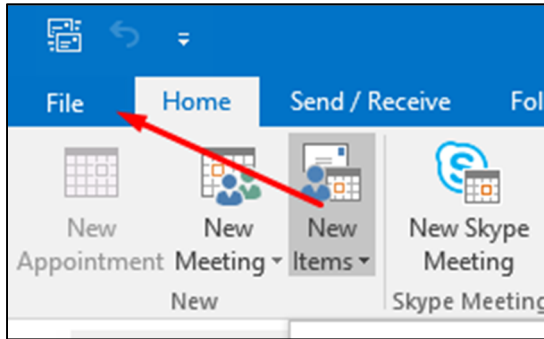


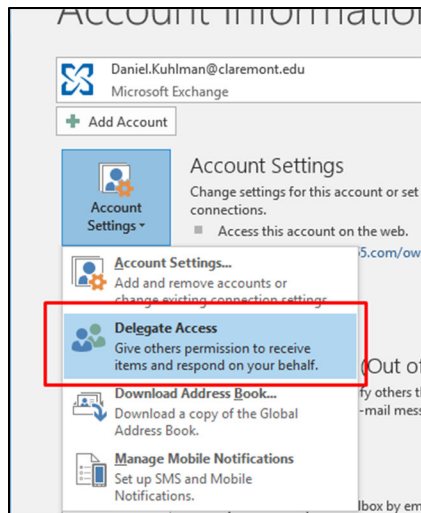
Office 365 at TCCS

Outlook Calendar Permissions

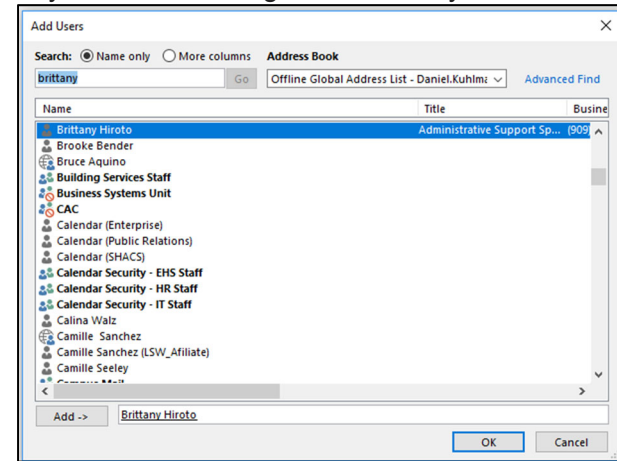
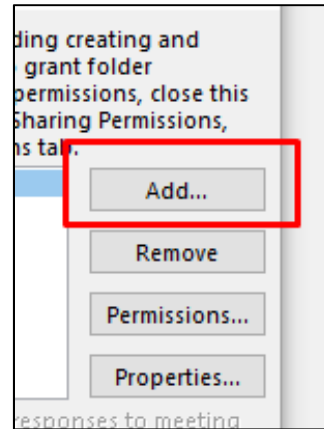
Step 1: Go to the File tab in Outlook



Step 2: Click on Account Settings and select Delegate Access



Step 3: Add the Delegate that you would like to give access to your calendar



Step 4: Select level of access you would like to provide. If you are only interested in giving the other person access to view your calendar and tasks you can make them a Reviewer for those two items. Do not give them Reviewer access to your Inbox or they will be able to view all of your emails.

