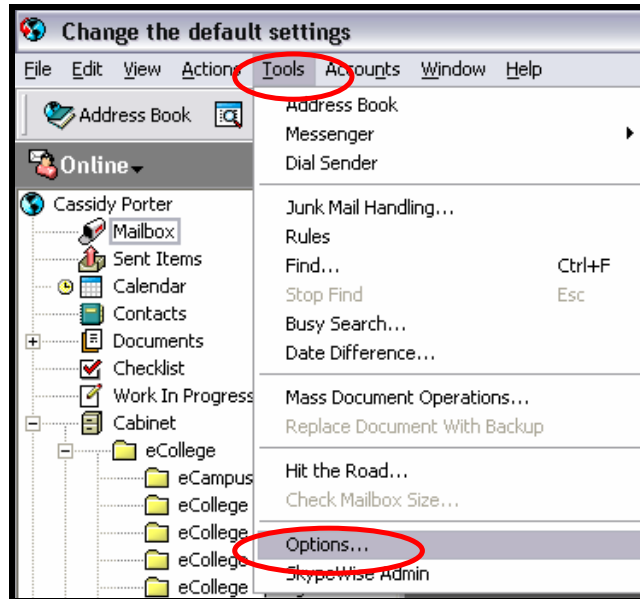


How To...

Share Your Calendar

Step 1:

- Using the menu bar, go to "Tools" and chose "Options"



Step 2:

- Double-Click the "Security" option

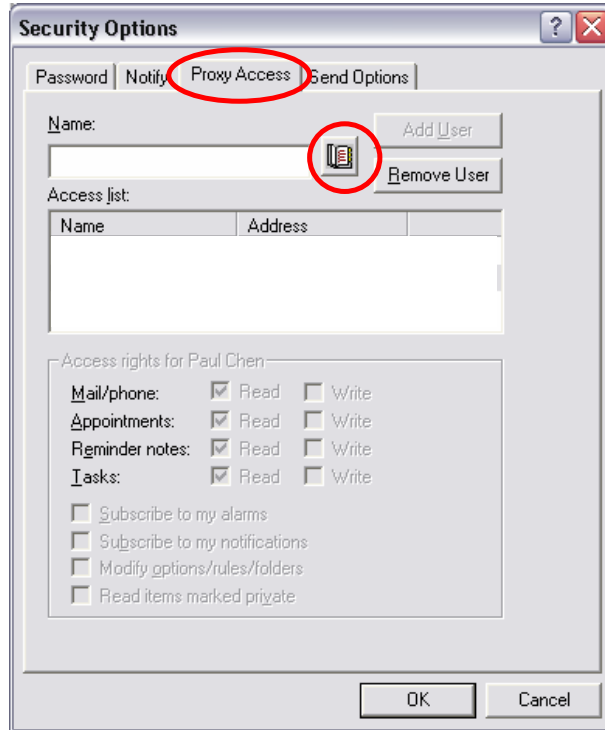


How To...

Share Your Calendar

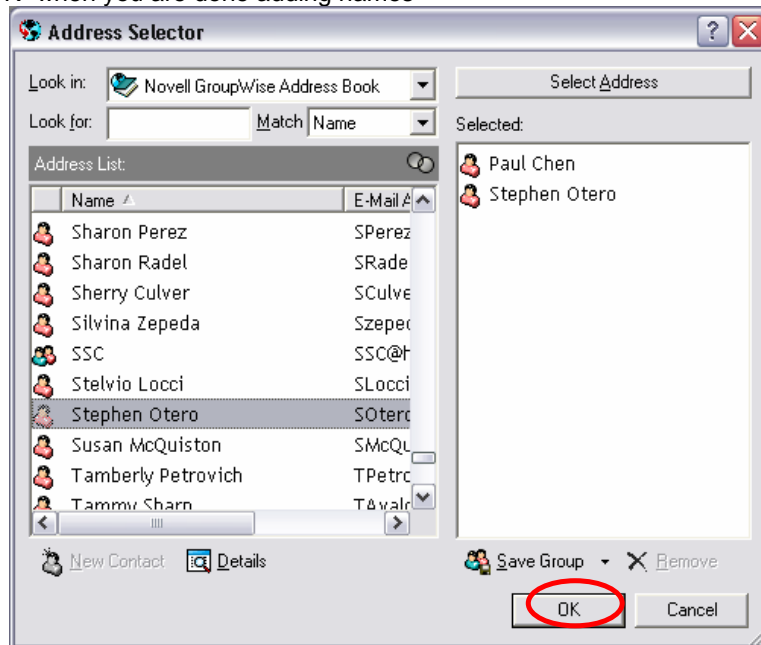
Step 3:

- Choose the "Proxy Access" Tab
- Click the address book icon to find someone's name



Step 4:

- Double-Click the name(s) of people you want
- Click "OK" when you are done adding names



How To...

Share Your Calendar

Step 5:

- Highlight a name you have chosen by clicking on it once
- Assign them rights
 - For Calendar choose Appointments, Reminder notes, and Tasks
 - Read access means they can see your information but can not edit it in any way
 - Write access means they can edit your information
- Choose "OK" when you are finished

