



Everyone using Deerfield email can see when you are free or busy on your calendar but cannot see the content or subject of the meeting. If you want someone to be able to see the details of your meetings and appointments you can share your calendar.

- 1) In Outlook, select **Calendar** from the Navigation Pane
- 2) Right-click on the calendar you want to share
- 3) Click **Sharing Permissions**
- 4) Click **Permissions** tab
- 5) Click **Add User** and type in part of the name you want to add and select **Find**
- 6) Select the name from the list and click **Ok**
- 7) Choose the permission levels and click **Ok**