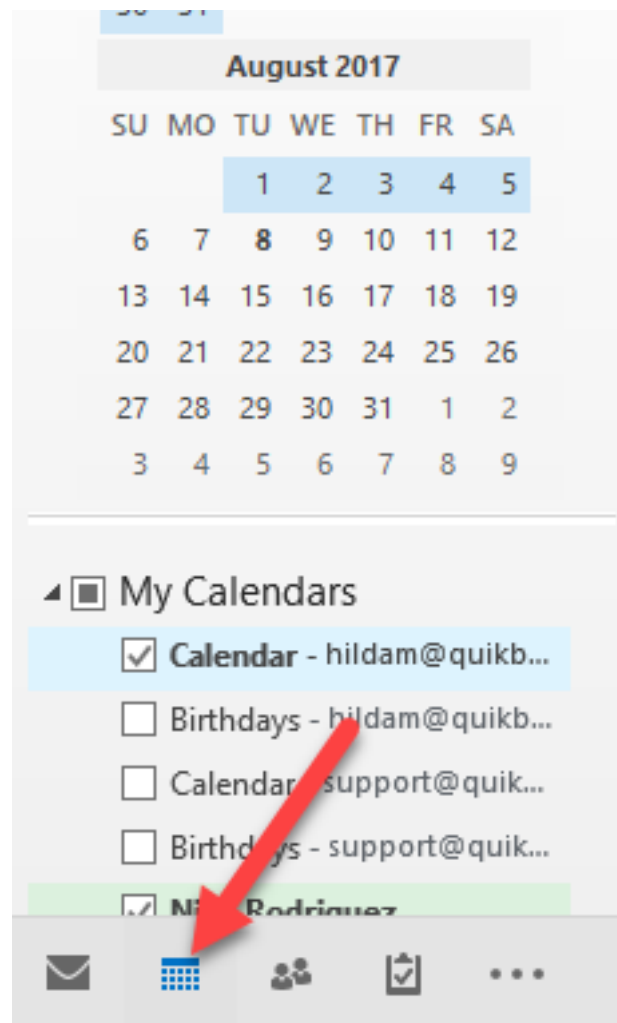
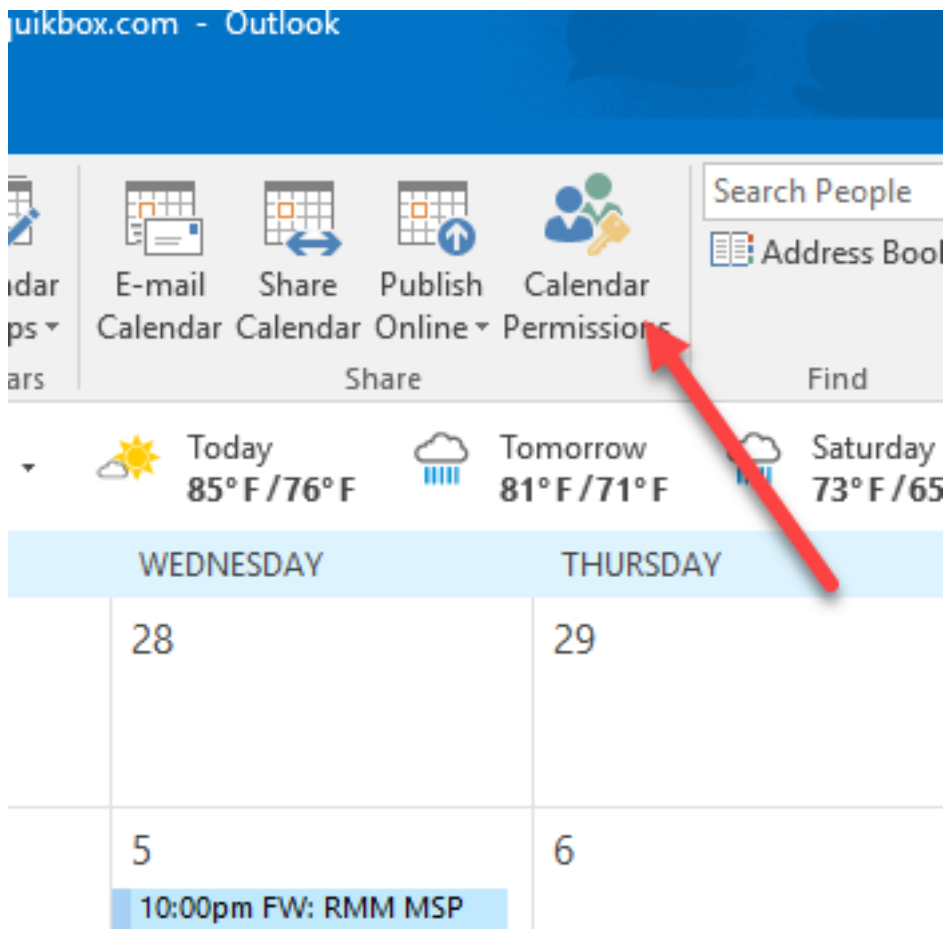


How to share your Outlook Calendar

1. Select the Calendar button in the Navigation Bar



2. Select calendar that you would like to share, right-click on your Calendar and then Calendar Permissions.



3. On the 'Permissions' tab, you may add or remove users whom you have delegated access to your calendar.

Calendar Properties

General

Home Page

AutoArchive

Permissions

Synchronization

Name	Permission Level
Default	Free/Busy time
QuikBox Support	Reviewer
Anonymous	None

<

>

Add...

Remove

Properties...

Permissions

Permission Level: Free/Busy time

Read

☐ None

☒ Free/Busy time

☐ Free/Busy time, subject, location

☐ Full Details

Other Free/Busy...

Write

☐ Create items

☐ Create subfolders

☐ Edit own

☐ Edit all

Delete items

☒ None

☐ Own

☐ All

Other

☐ Folder owner

☐ Folder contact

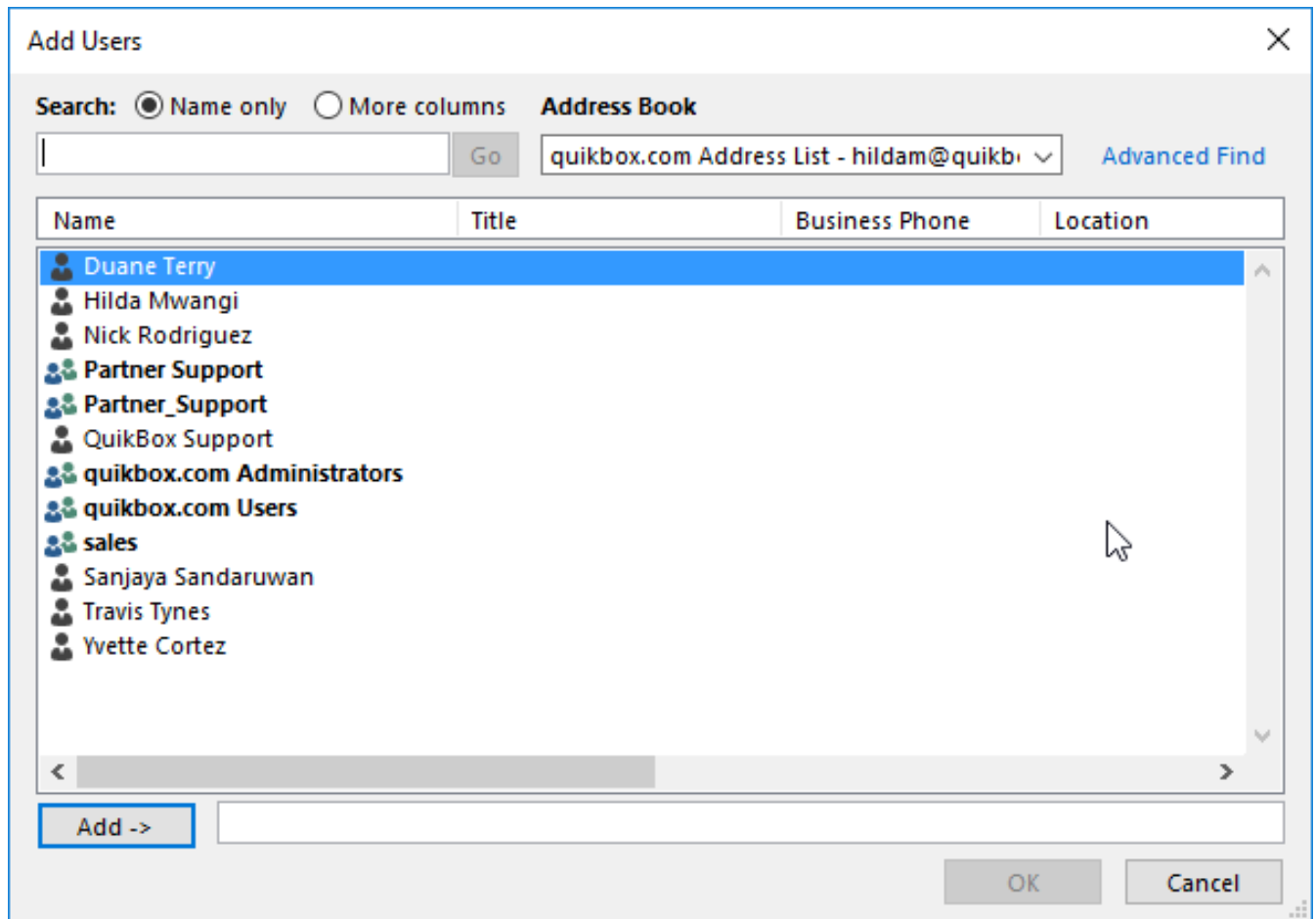
☐ Folder visible

OK

Cancel

Apply

4. To add a new delegate, select Add... and search for the desired user by Last Name. You can search the Global Address List, or your personal contacts list by selecting the appropriate drop down under Address Book. Under the Permissions heading choose the level of detail you would like to provide the user.

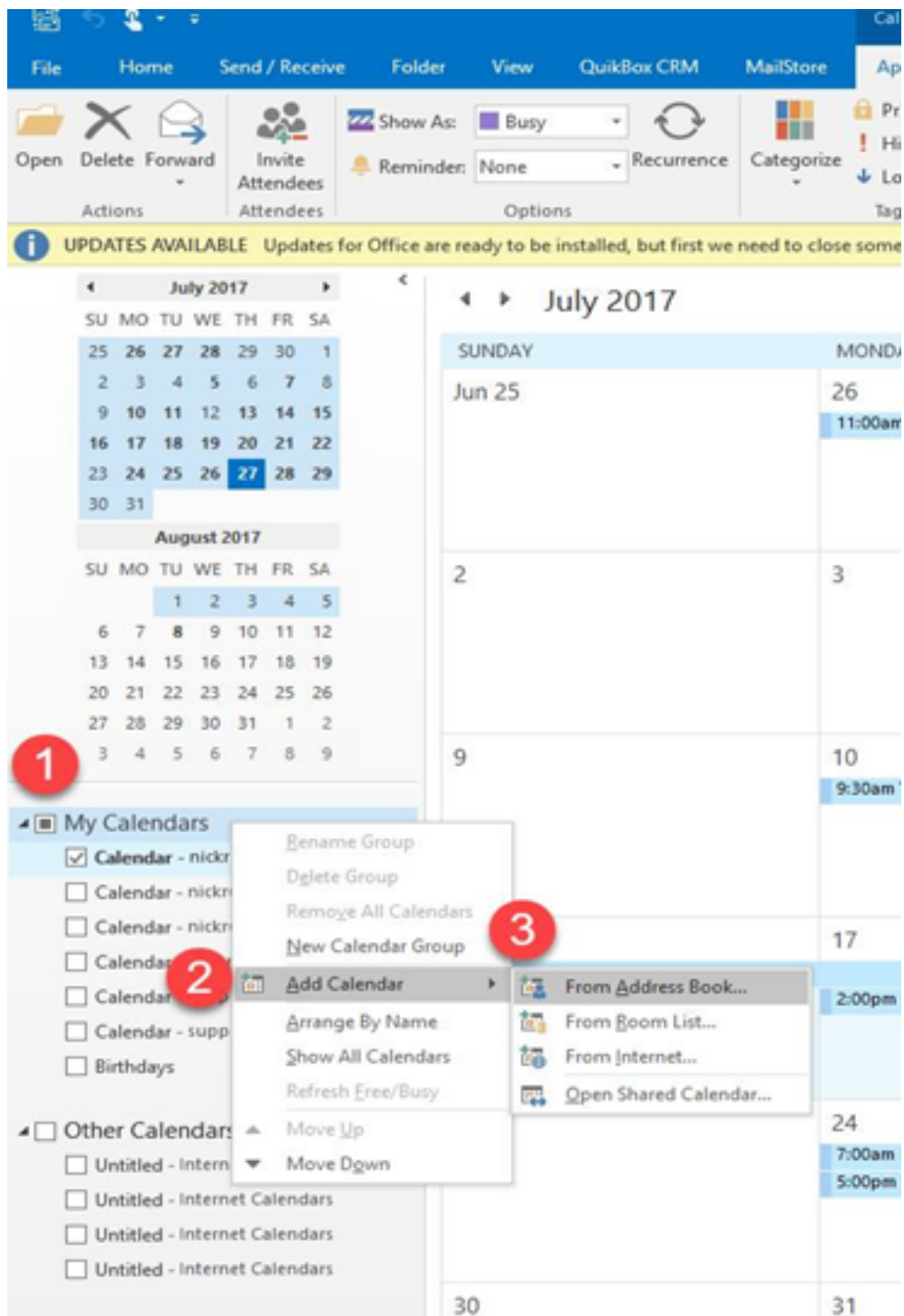


5. To remove a delegate, select the user and choose Remove.

6. Click Apply, then OK.

Adding a shared calendar to your Outlook

1. Go to my calendars
2. Add Calendar
3. Select 'From Address Book'



4. Select the contact whose calendar has been shared then 'OK'

Select Name: quikbox.com Address List

Search: ☒ Name only ☐ More columns **Address Book**

Go [Advanced Find](#)

Name	Title	Business Phone	Location
Duane Terry			
Hilda Mwangi			
Nick Rodriguez			
Partner Support			
Partner_Support			
QuikBox Support			
quikbox.com Administrators			
quikbox.com Users			
sales			
Sanjaya Sandaruwan			
Travis Tynes			
Yvette Cortez			

Red callout 1 points to the selected row 'Nick Rodriguez'. Red callout 2 points to the horizontal scrollbar. Red callout 3 points to the search input field containing 'Nick Rodriguez'.

Online URL: <https://support.quikbox.com/article.php?id=177>