Microsoft Outlook Calendars

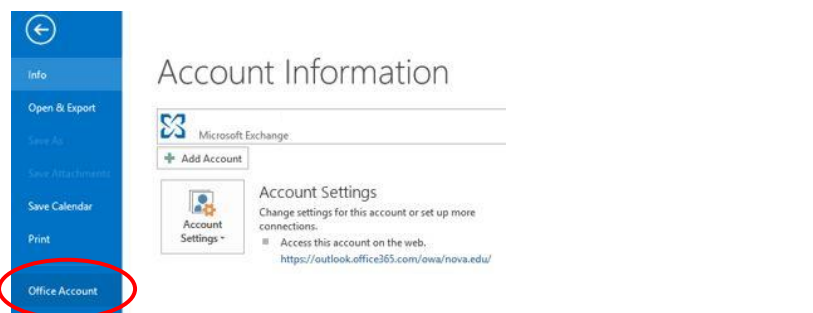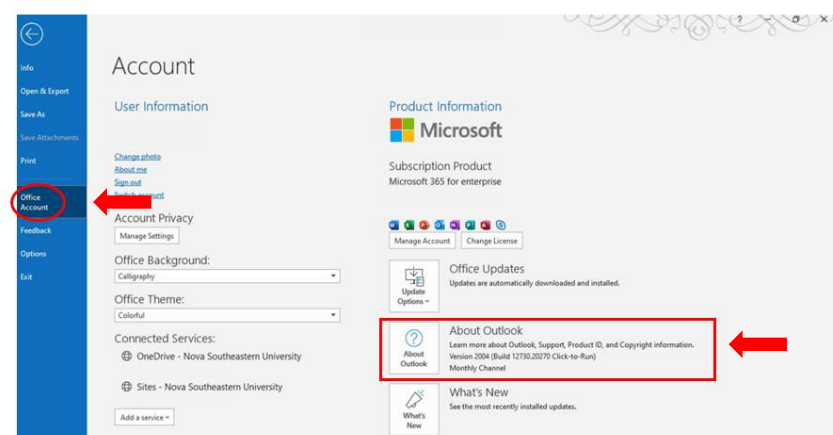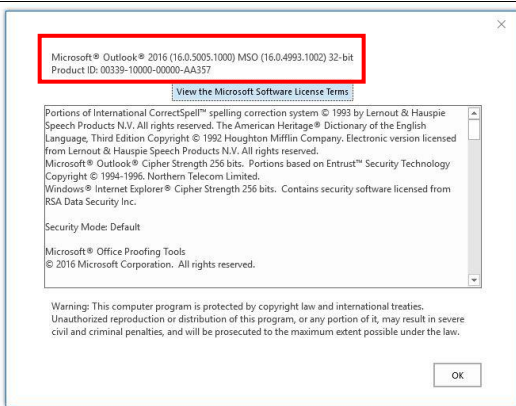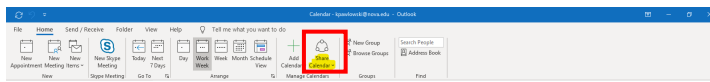| Outlook Version Check Instructions	
Microsoft Outlook 2016	**Microsoft Outlook 2004**
1. Open Outlook Calendar 2. Click on File 3. Click on "Office Account" 4. Click on "About Outlook"	1. Open Outlook Calendar 2. Click on File 3. Click on "Office Account" 4. Your version year will display on the right under "About Outlook"
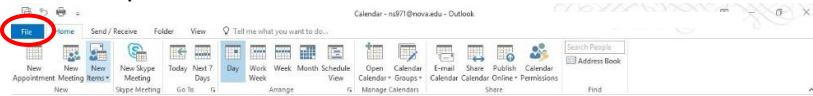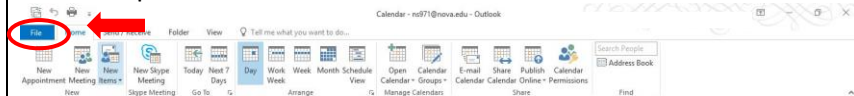
5. Your Outlook Year and Version will be displayed at the top.

Microsoft Outlook Calendars

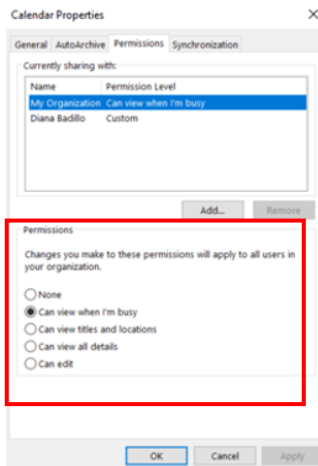## Outlook Shared Calendar Permissions Instructions

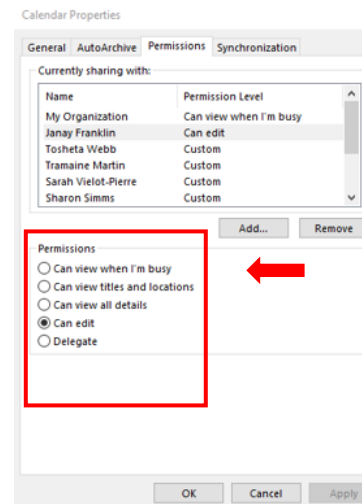| Microsoft Outlook 2004 (Version 1)	Microsoft Outlook 2004 (Version 2)
1. Open your Outlook Calendar	1. Open your Outlook Calendar
2. Select the "Share Calendar" function in the top menu. 3. The "Calendar Properties" menu box will populate. 4. Select the "Permissions" tab. 5. Next, the following Calendar Properties menu boxes will display. 	2. Select the "Share Calendar" function in the top menu. 3. The "Calendar Properties" menu box will populate. 4. Select the "Permissions" tab. 5. Next, the following Calendar Properties menu boxes will display.
6. Select "Can View" 7. Click "Apply" 8. Select "Ok" to save and finalize your changes.	6. Select "Can Edit" 7. Click "Apply" 8. Select "Ok" to save and finalize your changes.

Microsoft Outlook Calendars

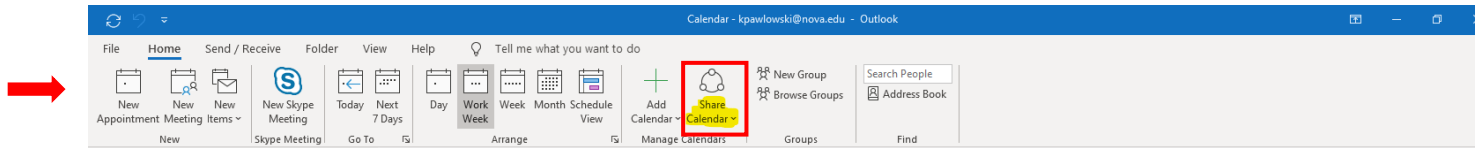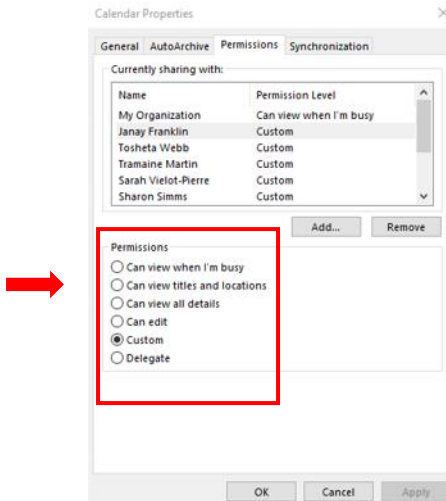| Microsoft Outlook 2016 |
|---|
| 1. Open your Outlook Calendar

 2. Select the "Share Calendar" function in the top menu.
 3. The "Calendar Properties" menu box will populate.
 4. Select the "Permissions" tab.
 5. Next, the following Calendar Properties menu boxes will display.

 6. Select "Custom"
 7. Click "Apply"
 8. Select "Ok" to save and finalize your changes. |