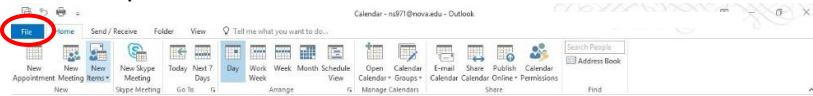


Microsoft Outlook Calendars

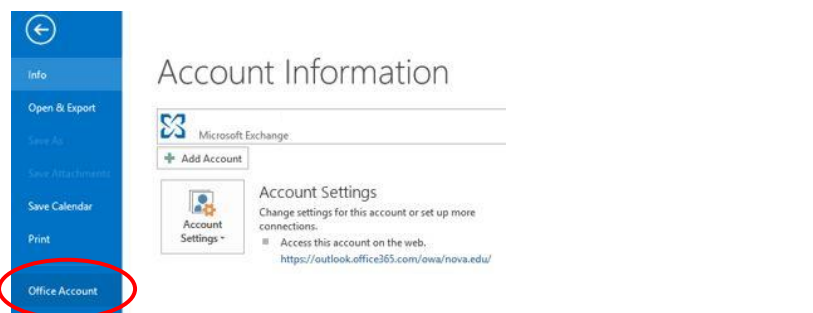
Outlook Version Check Instructions

Microsoft Outlook 2016

1. Open Outlook Calendar



2. Click on File



3. Click on "Office Account"

Product Information



Product Activated
Microsoft Office Professional Plus 2016
This product contains
Word, Excel, PowerPoint, Outlook, OneDrive, and Skype for Business

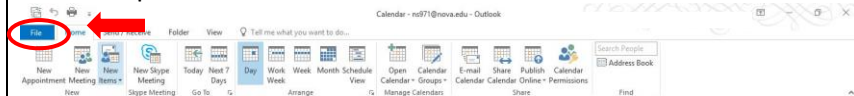


About Outlook
Learn more about Outlook, Support, Product ID, and Copyright information.

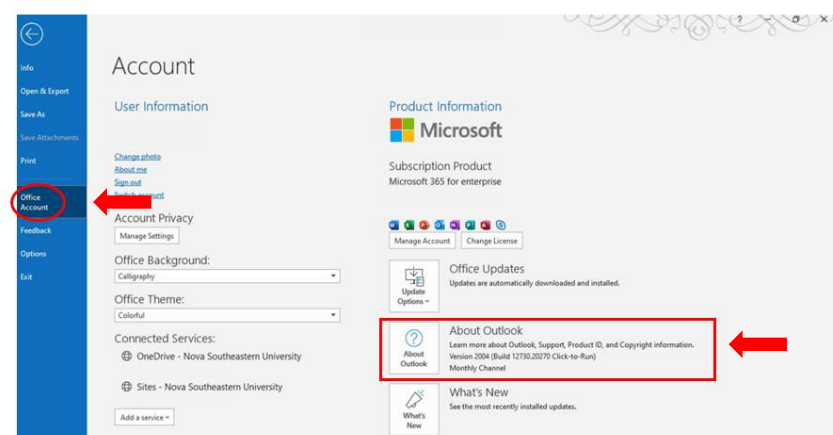
4. Click on "About Outlook"

Microsoft Outlook 2004

1. Open Outlook Calendar



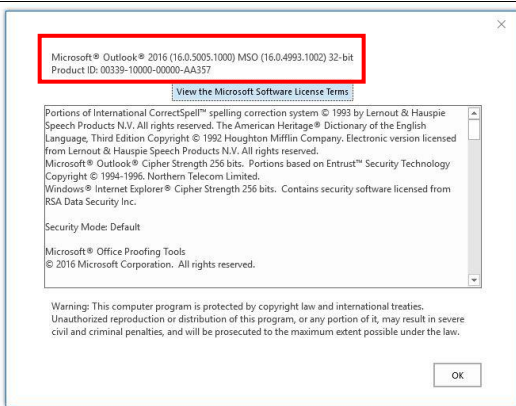
2. Click on File



3. Click on "Office Account"

4. Your version year will display on the right under "About Outlook"

Microsoft Outlook Calendars



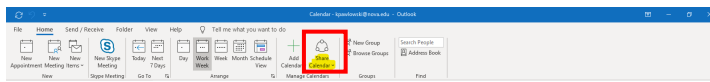
5. Your Outlook Year and Version will be displayed at the top.

Microsoft Outlook Calendars

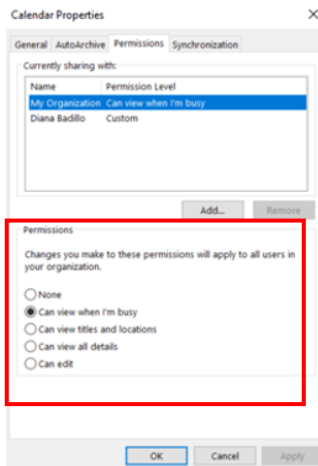
Outlook Shared Calendar Permissions Instructions

Microsoft Outlook 2004 (Version 1)

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.



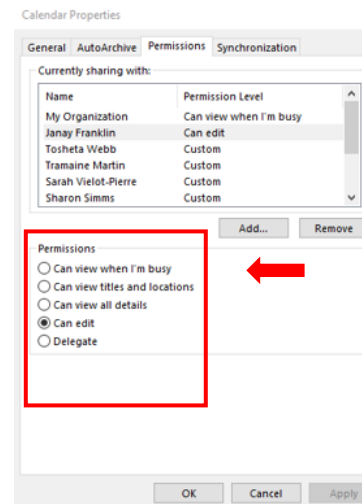
6. Select "Can View"
7. Click "Apply"
8. Select "Ok" to save and finalize your changes.

Microsoft Outlook 2004 (Version 2)

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.

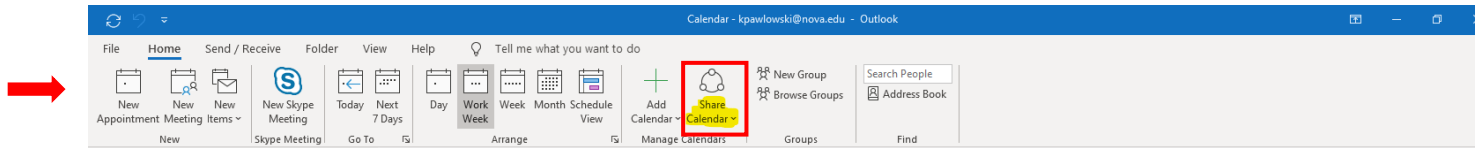


6. Select "Can Edit"
7. Click "Apply"
8. Select "Ok" to save and finalize your changes.

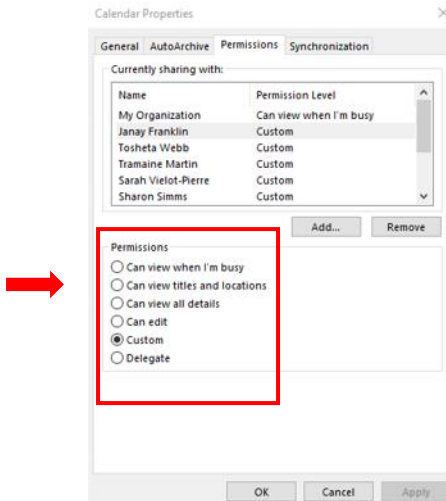
Microsoft Outlook Calendars

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.