

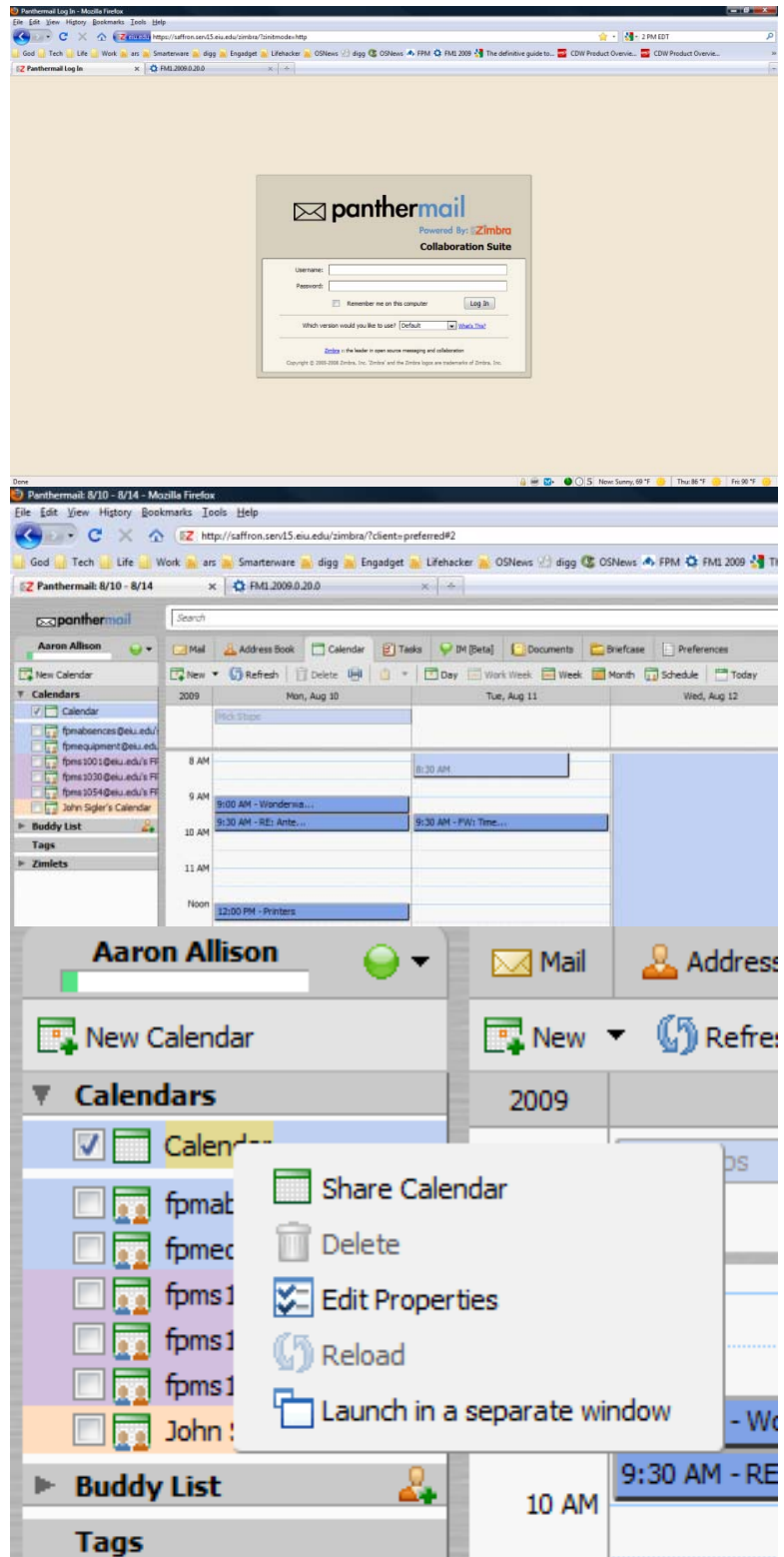
Sharing Calendars

You can't use Outlook to share our calendar.

Log in to www.eiu.edu/panthermail

Click on the Calendar Tab

Right click on the calendar you would like to share and click **Share Calendar**



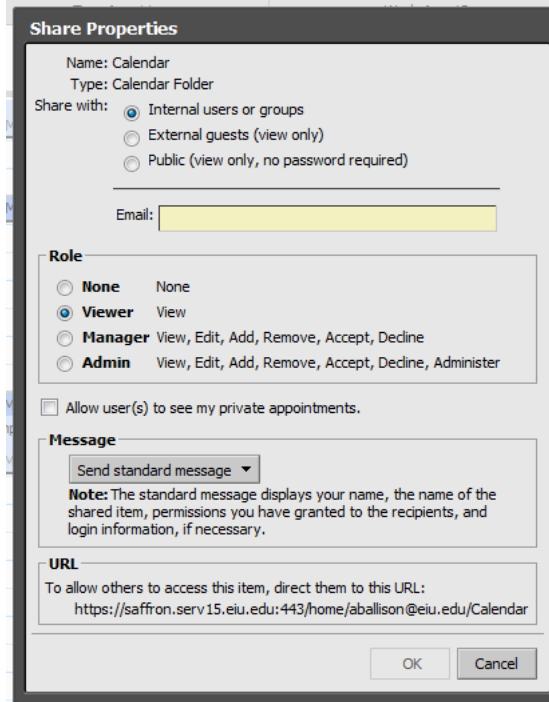
Share With: Internal users or groups

Put in the **email address** of the person you would like to share your calendar with.

Choose the **Role**

Message – Send Standard Message

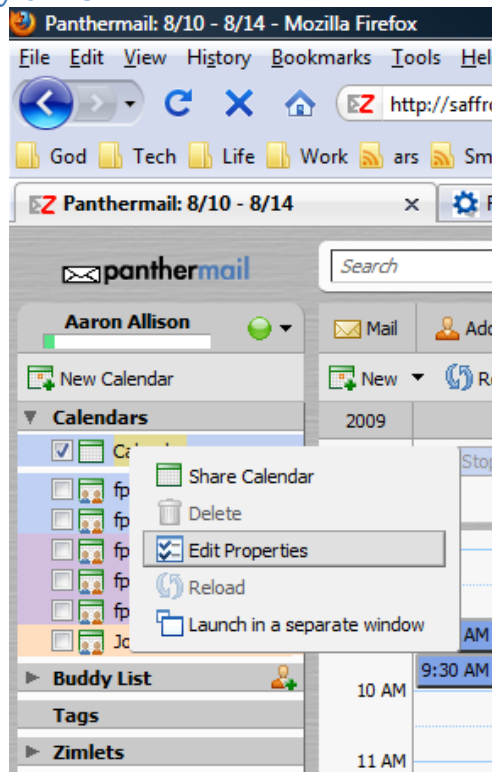
press **OK**.



Now an email will be sent from you allowing them to Accept the calendar share.

You can revoke the share at any time.

You can **revoke** the share by **Right Clicking on the Calendar** and pressing **Edit Properties**



Click **Revoke** on besides the person's name and **press OK**

Now the person will get an email telling them that they calendar has been revoked.

