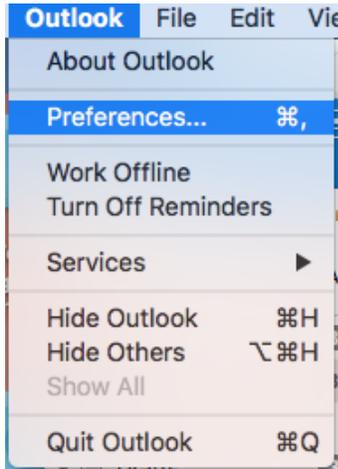Sharing your Outlook calendar on a Mac with another Mac user
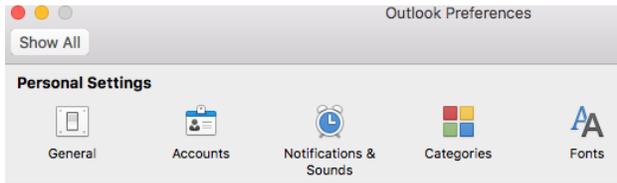
If you are using the Outlook client installed on your Mac and wish to share your calendar with another Mac user using the Outlook client, please follow the below steps:

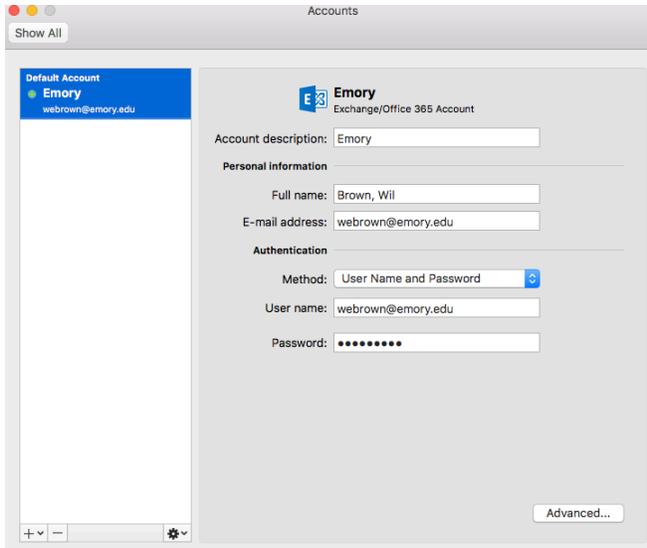Open your Outlook client
Go to Preferences under Outlook on the Menu bar

Click Accounts

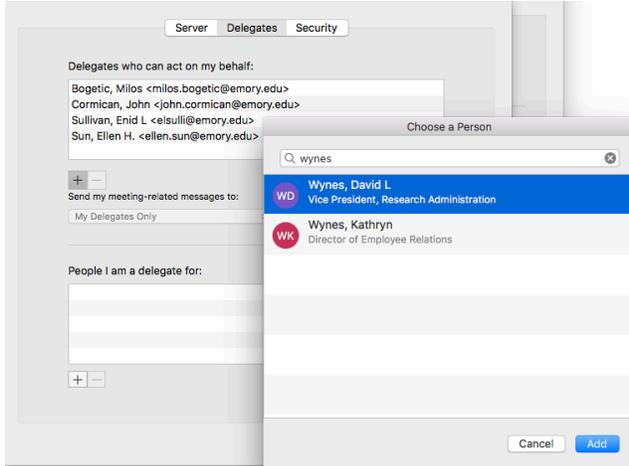Click Advanced

Click Delegates

 Click +

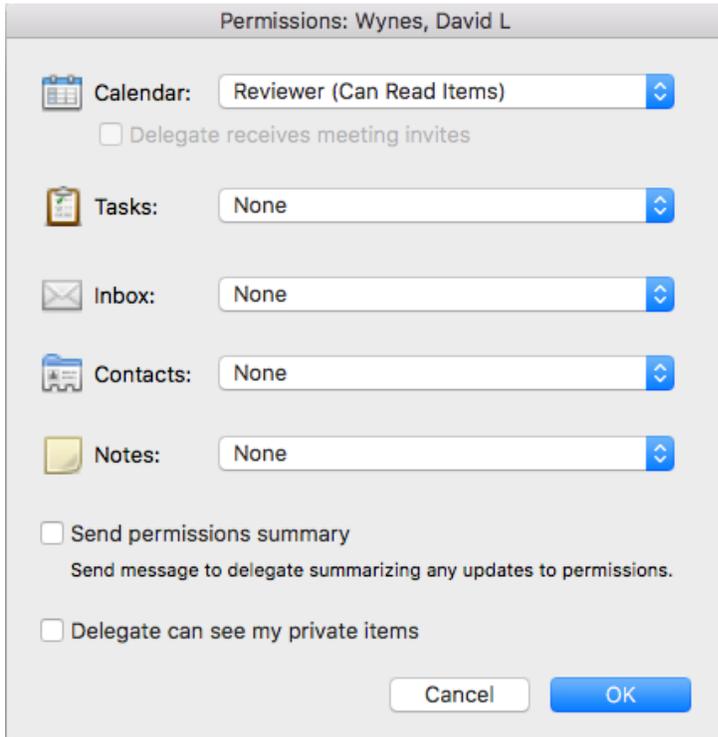 Search for person (for example wynes)

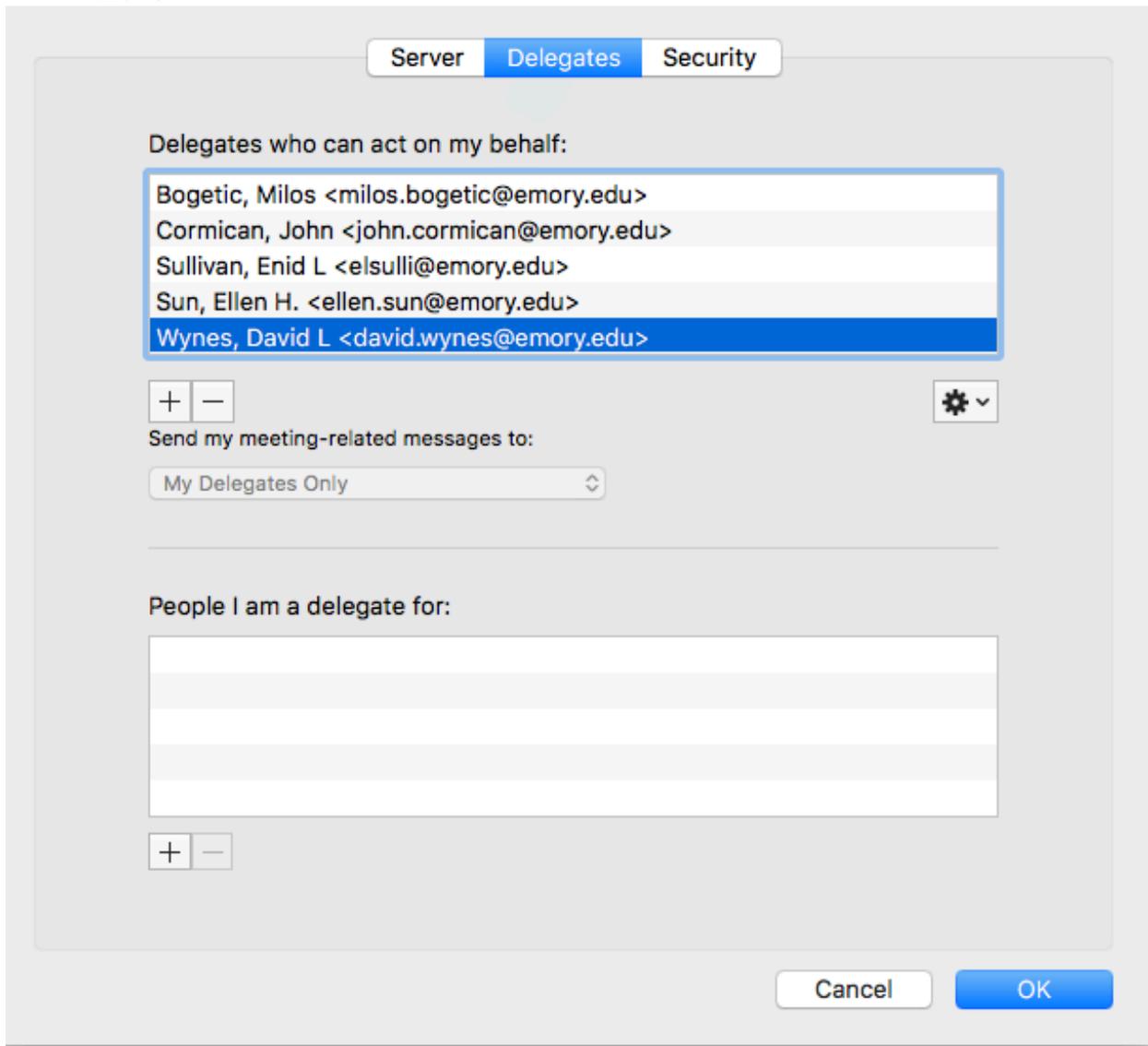   Select the person (for example Wynes, David L)

    Click Add

Select Reviewer (Can Read Items) in Calendar permissions

 Click OK

The Delegate should appear
    Click OK

Server	**Delegates**	Security

Delegates who can act on my behalf:

Bogetic, Milos <milos.bogetic@emory.edu>
Cormican, John <john.cormican@emory.edu>
Sullivan, Enid L <elsulli@emory.edu>
Sun, Ellen H. <ellen.sun@emory.edu>
Wynes, David L <david.wynes@emory.edu>

| + | — |

⚙︎⌄

Send my meeting-related messages to:

My Delegates Only ⇕

People I am a delegate for:

| + | — |

Cancel   OK

You have added an Outlook Calendar Delegate.