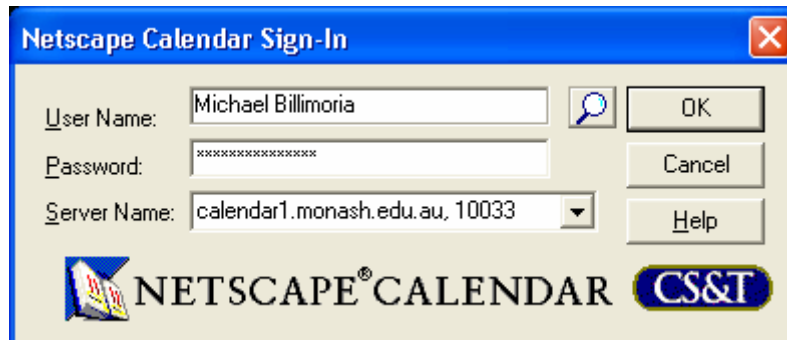


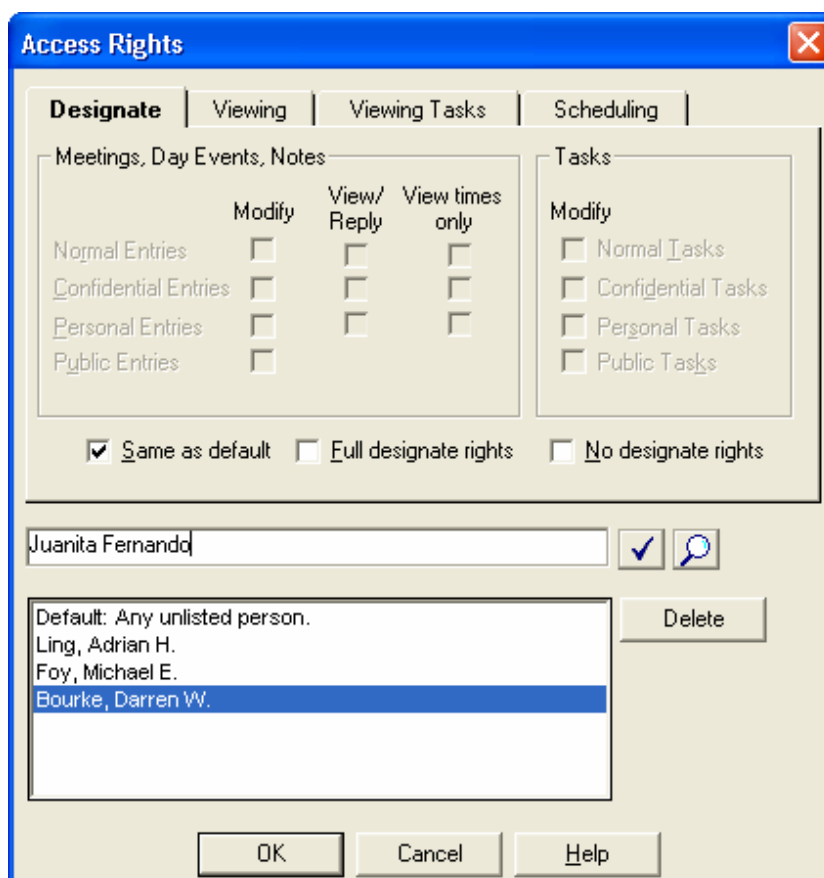
Granting others access to your calendar

The following instructions are for the person who will be granting another user access to their calendar

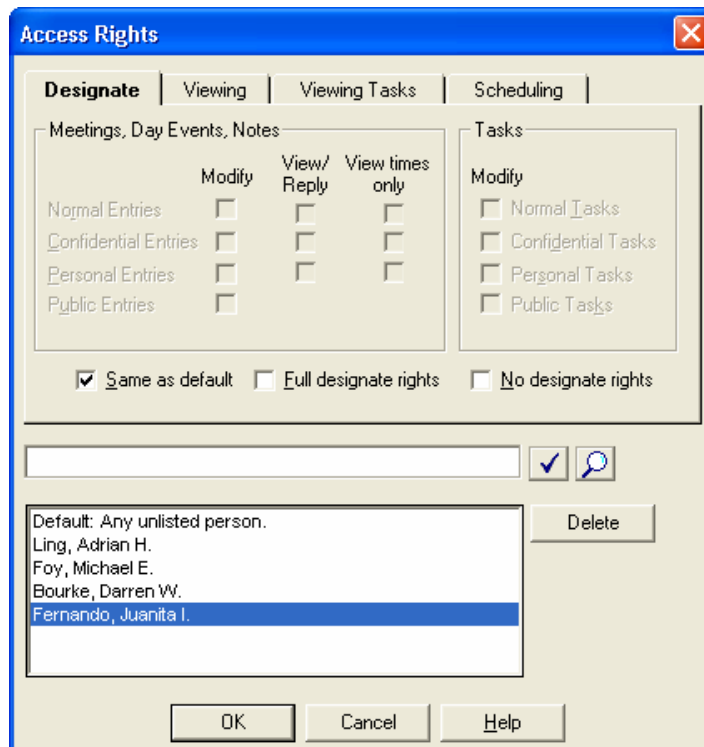
- Login to your calendar account



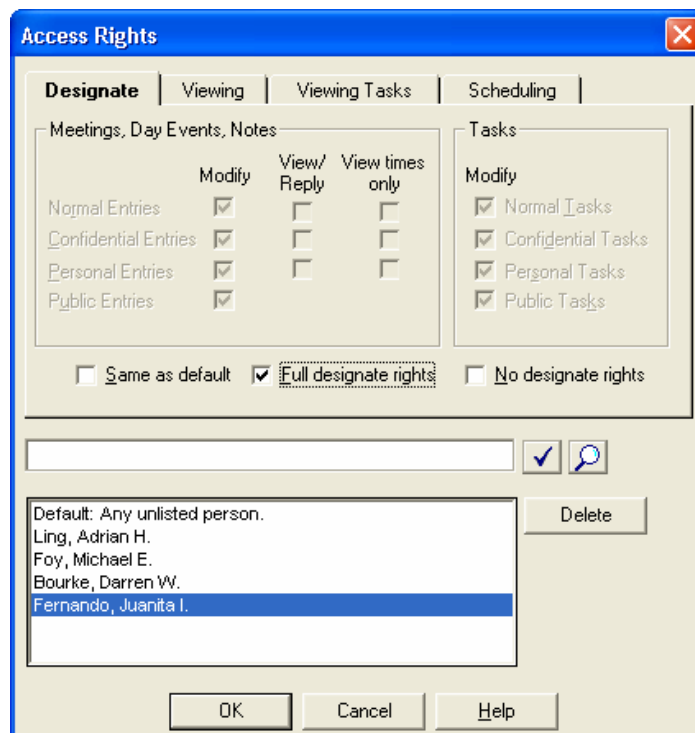
- Click on the 'Options' Menu and select 'Access Rights'. You should see the screen shown below
- Type in the name of the person who wish to be able to control your Calendar – e.g. Below, I want to give access to Juanita Fernando. If you are unsure how to spell the name or the name you entered is not accepted click the Magnifying Glass button to search for the person.



- Once the name is correctly entered select the 'Tick' button to add the name to the list



- Make sure the person you want to have access is selected and then check the 'Full designate rights' Box

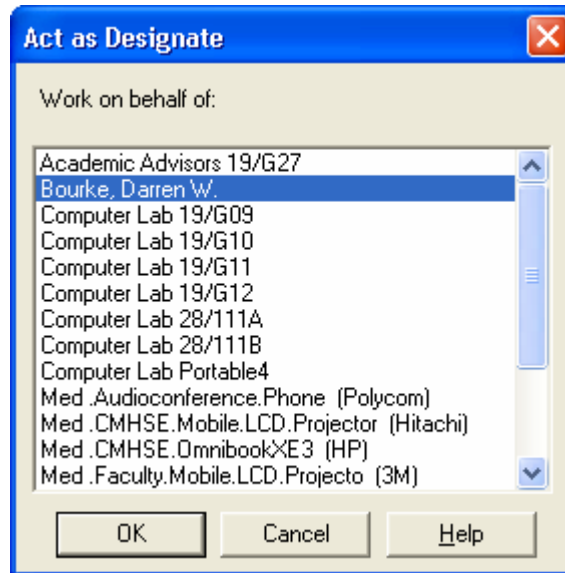


The following instructions are for the person who will be modifying another person's calendar

- Provided the designated rights have been given to you in the steps outlined above you should be able to access the persons calendar by

following these steps :

- Login to your calendar
- Select the 'File Menu' then select 'Open Agenda' and then select 'Open Agenda as Designate', you should see the following screen



- Select the name of the calendar you which to use and then click 'OK'
- You should now be able to view/add entries to this calendar.