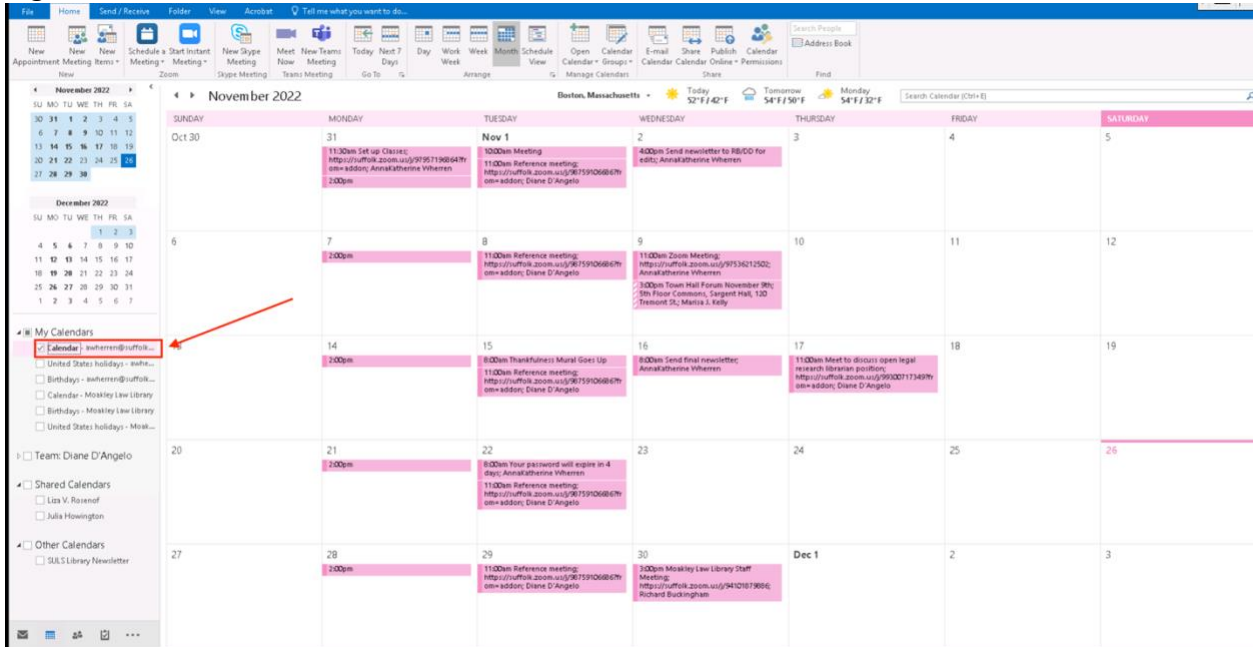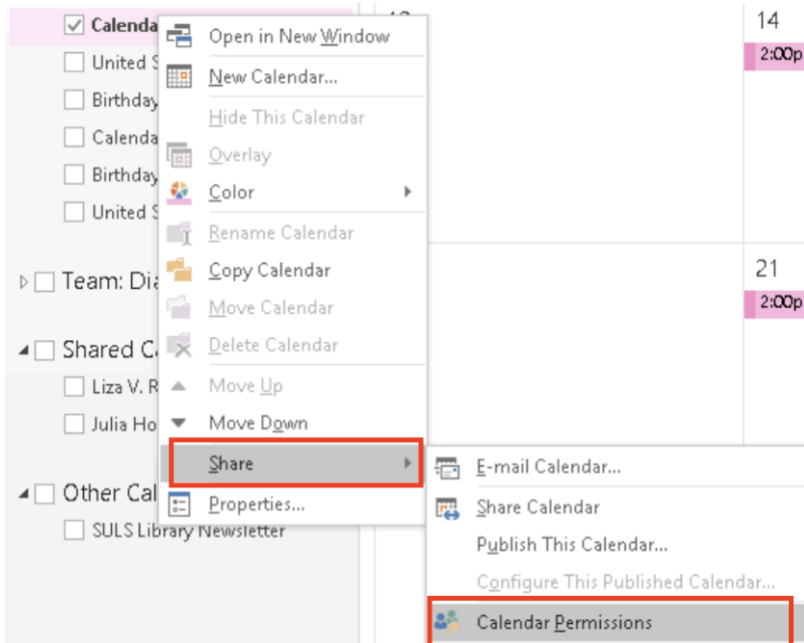# Microsoft Outlook Calendar Tips & Tricks
For Windows

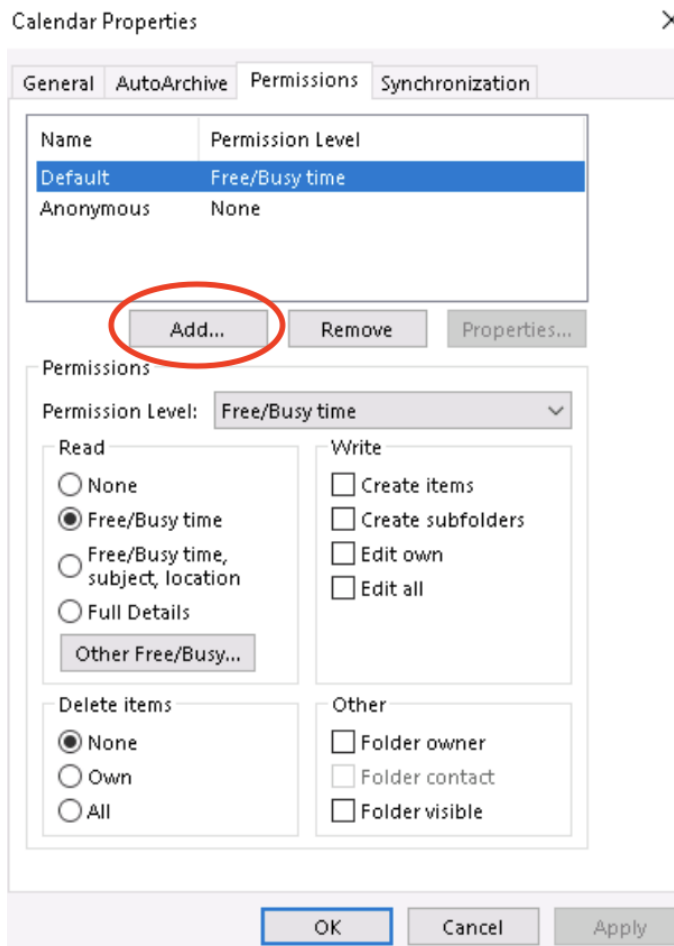**Share your Outlook Calendar**

- Open your Outlook Calendar.
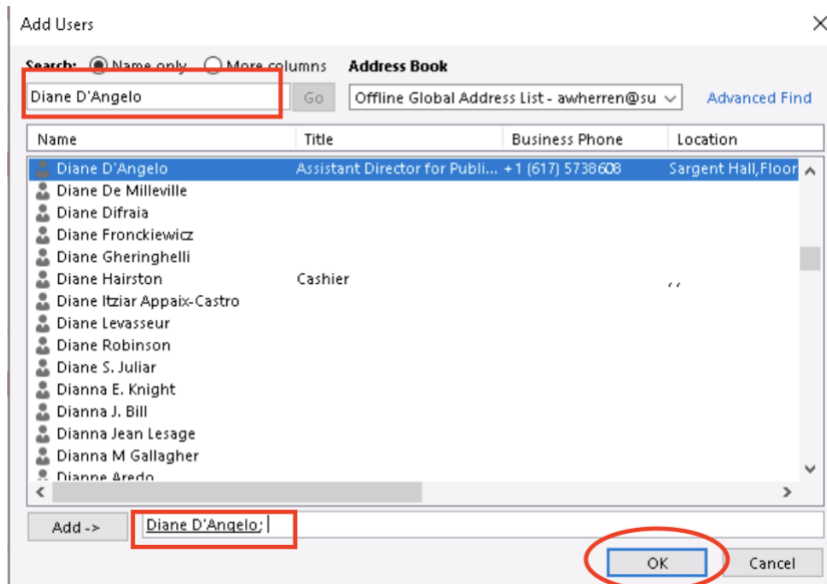- Right click on Calendar.

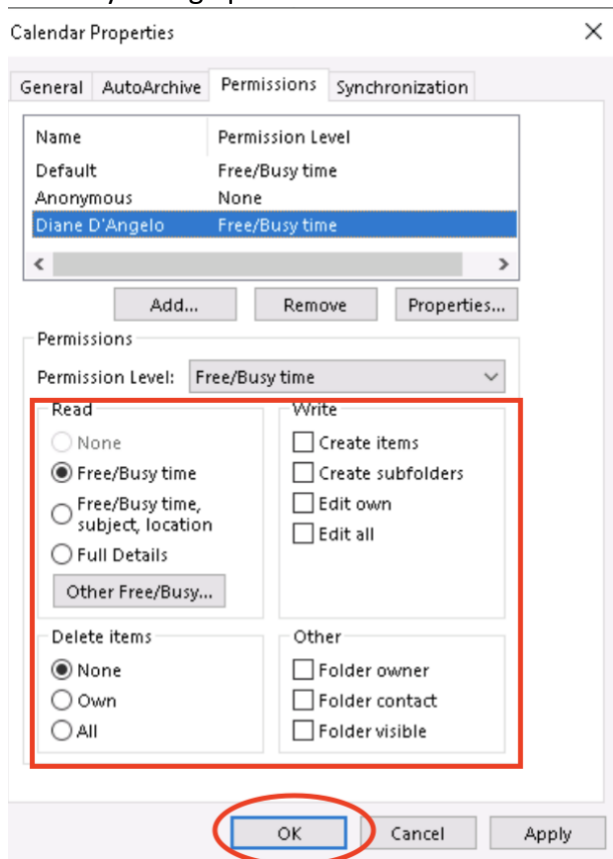
- Select **Share** and click **Calendar Permissions**:

- When the dialog box appears, click **Add**:

- Type the name of the person you wish to share your calendar with and select their name from the list. Click **Ok**.
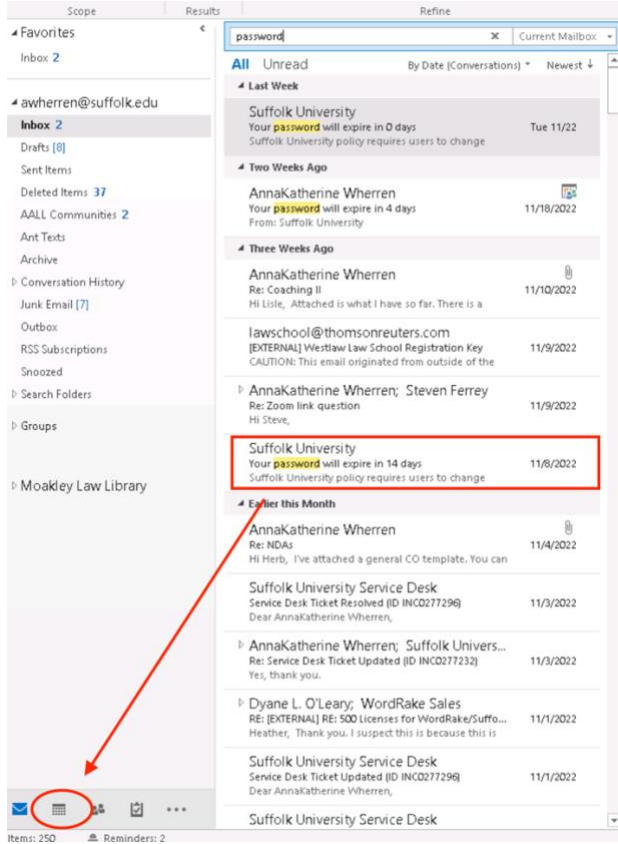
- You may change permissions on this screen. Click **Apply** then click **Ok**.
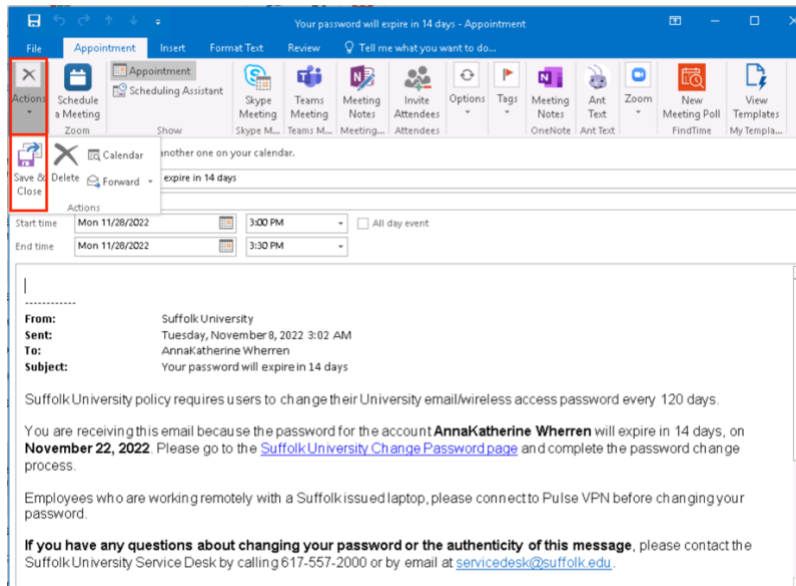
Create an Outlook Calendar Event from an Email
- Drag the email you've selected to the Calendar button at the bottom left of your screen.
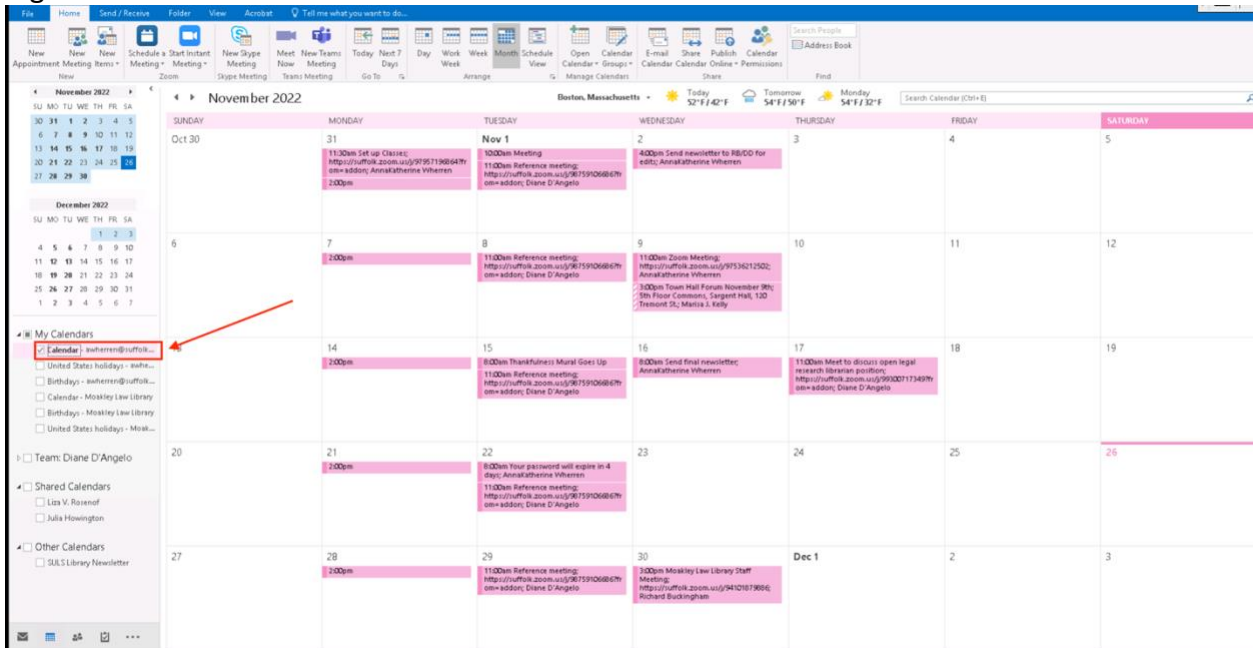

- An edit calendar entry will appear. Change the settings accordingly. When you are finished, select **Actions**, then click **Save & Close**. The entry will then appear in your calendar.
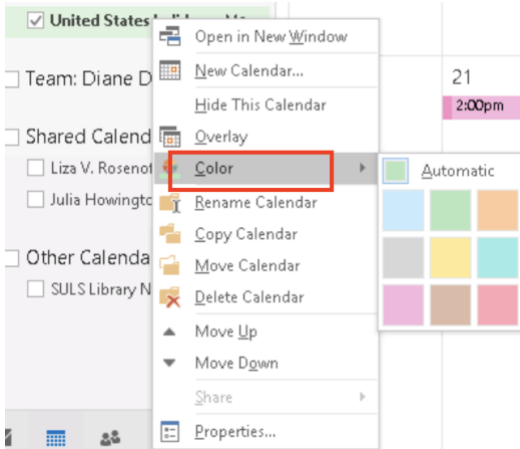
Color Coding and Merging Your Outlook Calendar

- Open your Outlook Calendar.
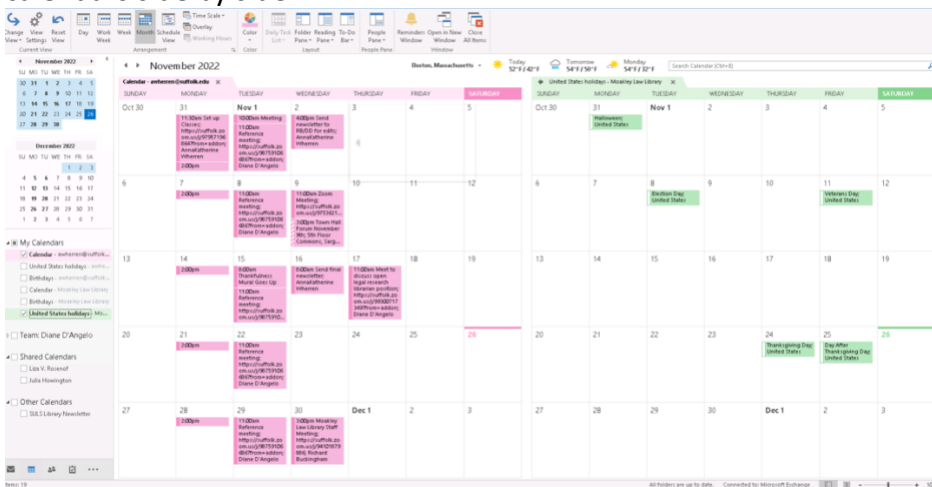- Right click on **Calendar**:

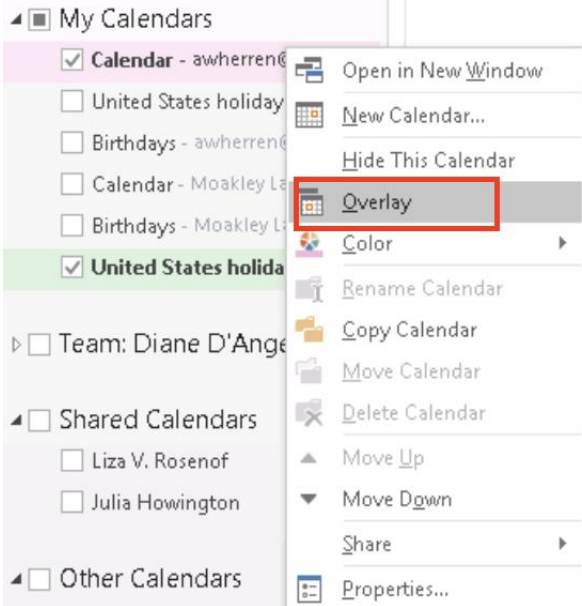- Select **Color** and choose a color for your primary calendar:

- Right click on **United States Holidays**. Select **Color** and choose a color for the calendar of United States Holidays:

- Click the check boxes beside **Calendar** and **United States Holidays**. This will show the calendars side by side.

- Right click on **Calendar**. Select **Overlay**:

- This will merge the two calendars into one.