Sharing a calendar in **UNify (Windows)**

**UNify** enables calendar sharing with others who have Microsoft Exchange accounts. Your calendars can be viewed only by others to whom you have granted permissions. If the other person whose calendar you want to open has not granted you permission to view it, **UNify** prompts you to ask the person for the permission that you need.

After you access a shared Calendar for the first time, the Calendar is added to the Shared Calendars list in the Navigation Pane.

**SHARING WITH READ ONLY PERMISSIONS**

1. Open your calendar by clicking in the navigation pane.

2. On the Home tab, in the Share group, click Share Calendar.

3. In the Sharing Invitation email that appears, enter the person you want to share with in the To: field.  
   You can change the level of visibility of the calendar from Availability only to provide more detail.  
   As you select the options, resulting visibility is described.

   You can also request that the recipient share their calendar with you.

4. When the invitation is received, the recipient should click the Open this Calendar button.

The recipient can now select the shared calendar just below their own.

**Tip:** If you want to share a calendar that you created that is not your default Calendar, in the Navigation Pane, right-click the calendar name, and then click Share calendar name.
GRANTING ADDITIONAL PERMISSIONS (ABOVE READ ONLY)

By default, read only access is given for this shared calendar. You can provide additional access to allow the sharer to add and change appointments etc.

1. Right click the calendar you shared above and click **Properties** then the **Permissions** tab
   Observe that the share recipient has the ‘Reviewer’ permission level.

2. Change the permission level to a higher level.
   Observe the actual permissions that change as you do this. (ie. The tick/check boxes below)