How to share your calendar in Outlook 2010
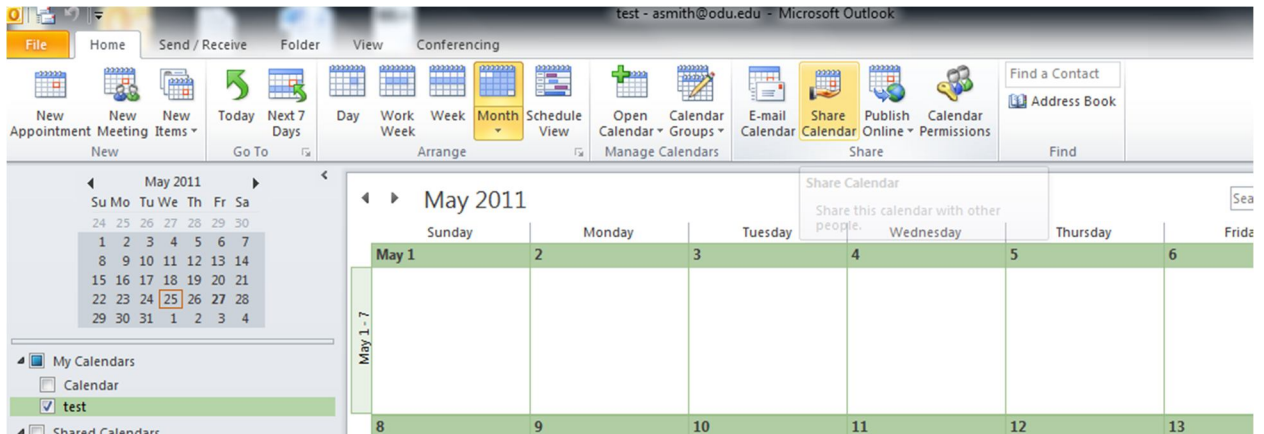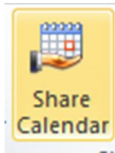
1) To share your calendar, or to share a custom calendar that you have created in Outlook 2010, go to the Calendar view in Outlook 2010.

2) Then click on the calendar you want to share so that it is selected.

3) Then click on the Share Calendar button

4) Address the email to the person that you want to share your calendar with. By default it will only grant that person Read-only rights. If you want to grant them rights to add, edit, and delete events on your calendar, check the box for "Recipient can add, edit, and delete items in this calendar". Then click send.
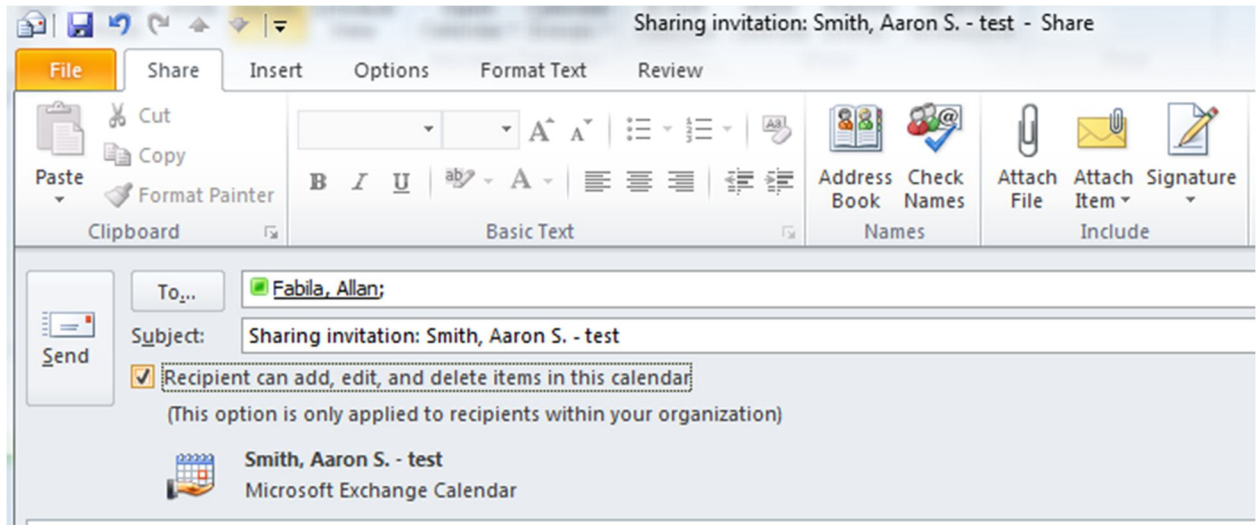
5) When the recipient receives the calendar sharing invitation, they only need to click on the "Open this Calendar" button in order to view that calendar and add it to their Shared Calendars view in Outlook 2010.