1. To share a calendar in Outlook 2010 open the Outlook application on your computer and click on the “Calendar” option in the lower left corner of the navigation pane, right-click on your calendar you wish to share, and select “Share Calendar” from the drop-down menu.
2. Simply type in the e-mail addresses of the individuals you would like to share your calendar with in the “To…” field and click the “Send” button.

**NOTE:** Calendars are shared by default as read only permissions. If you would like to allow someone to make changes to your calendar simply change the “Details” to the setting you would like for them to have.