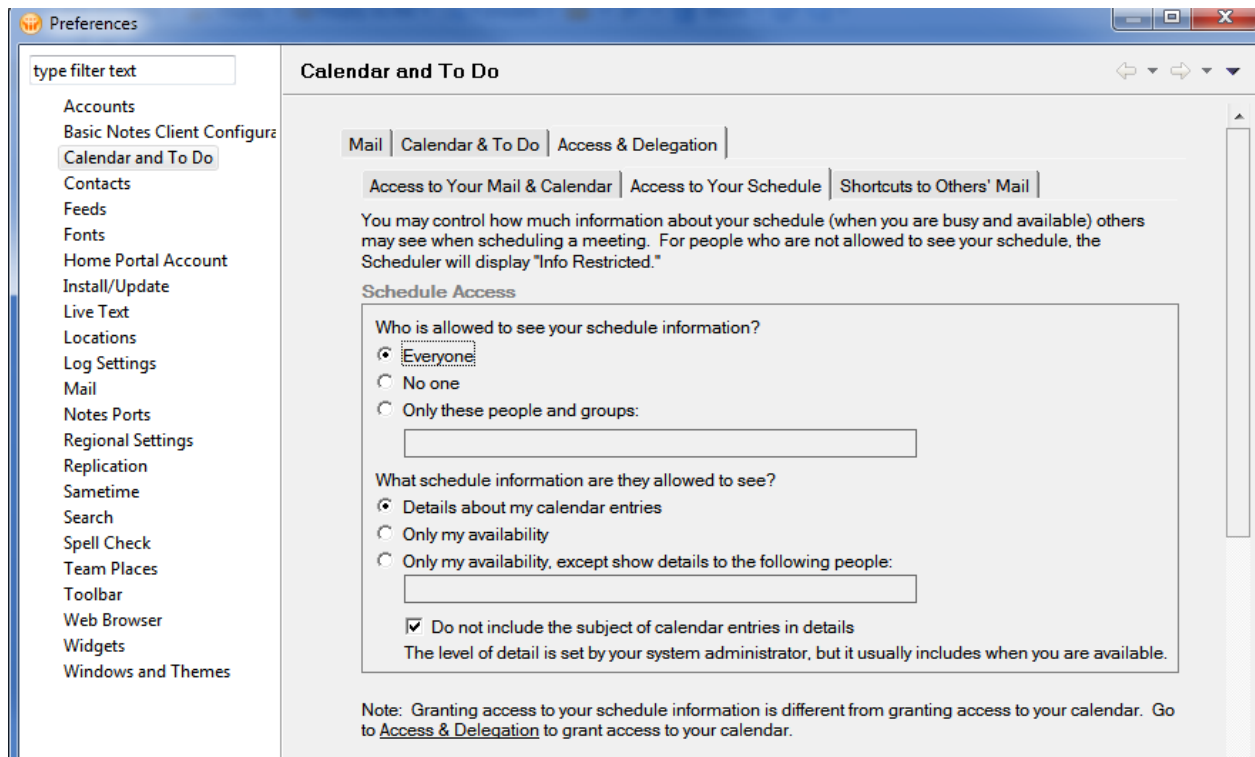


Follow these steps to allow others to view your Lotus Notes calendar or make changes to your calendar.

1. Open Lotus Notes
2. From the menu, choose File – Preferences
3. Click the Calendar and To Do option on the left column
3. Click the "Access & Delegation" tab
4. Click the "Access to Your Schedule" tab

You need to have "Everyone may see your schedule information" selected.

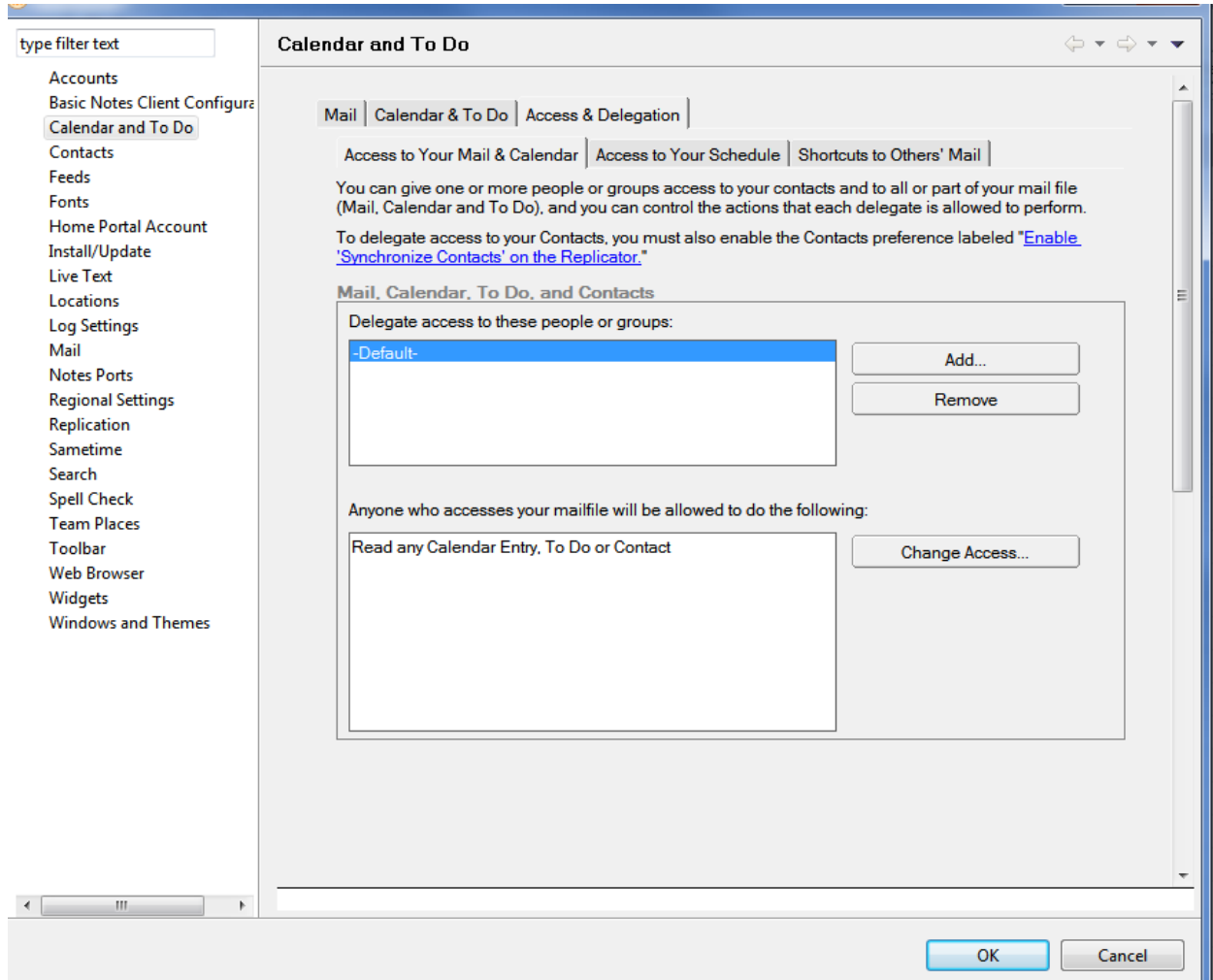
This will allow others to view the contents of your calendar. If this is all you needed to do. Click OK when finished. If you wish to give someone access to make changes to your calendar please follow the rest of the directions.



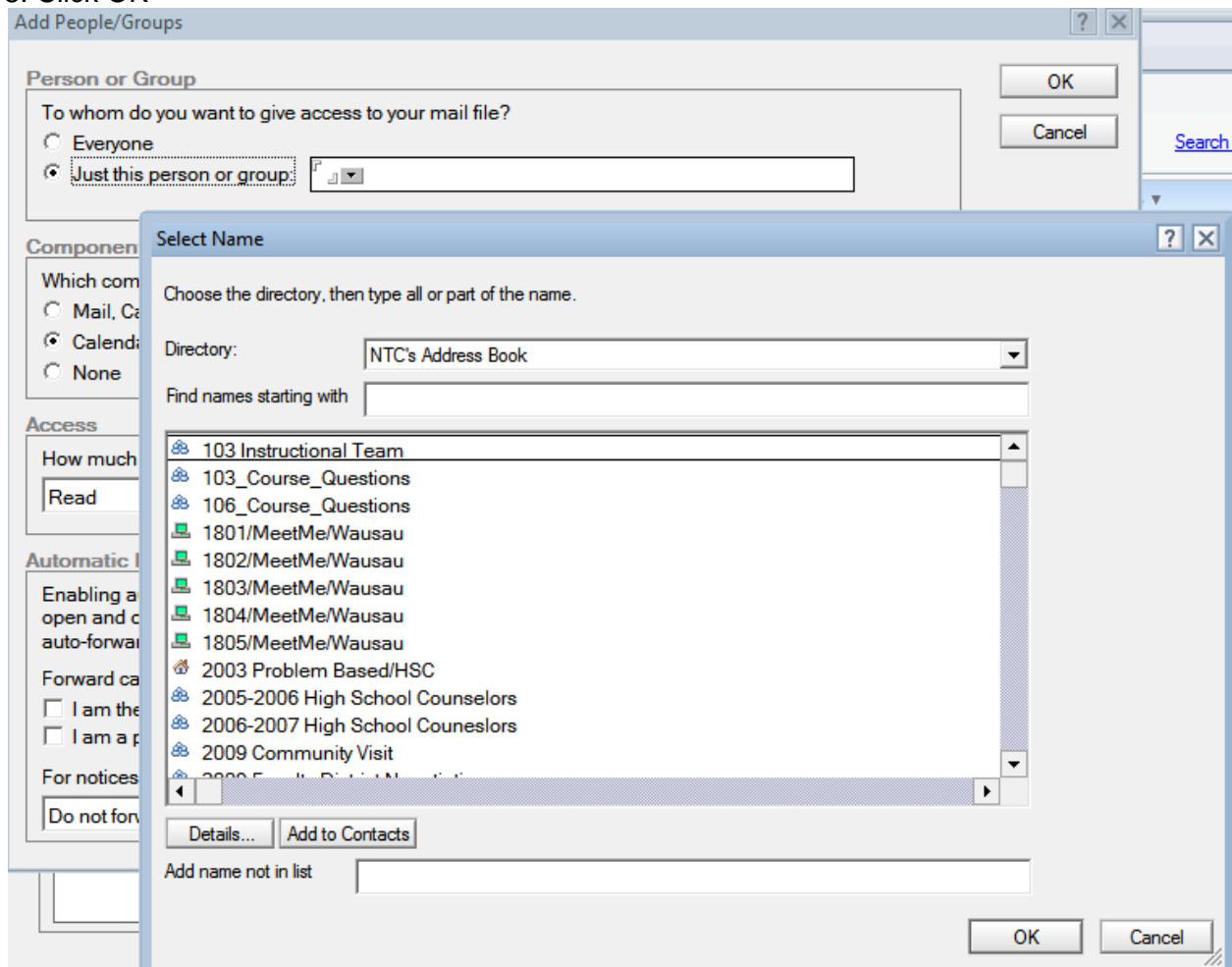
To allow others to make changes to your calendar

5. Click the “Access to Your Mail & Calendar” tab

6. Click Add



7. Click the drop down arrow next to "Just this person or group"
Be sure to choose the NTC Address book and not your personal address book
Type in the last name of the user you want to add
8. Click OK



9. Choose Read, create, edit, and delete in the “How much access do you want to give for Calendar, To Do and Contacts”?

In this instance I blacked out the user chosen.

Add People/Groups

Person or Group

To whom do you want to give access to your mail file?

Everyone

Just this person or group: [Redacted]

Components

Which components of your mail file do you want to give access to?

Mail, Calendar, To Do and Contacts

Calendar, To Do and Contacts

None

Access

How much access do you want to give for Calendar, To Do and Contacts?

Read, create, edit, and delete

Read

Read, create, edit, and delete

Enabling automatic forwarding makes it easier for someone to manage your calendar when it is not open and on display. These settings apply even if no components are delegated, and they apply to all auto-forwarded messages.

Forward calendar notices I receive for meetings where:

I am the chair

I am a participant

For notices associated with calendar entries I have marked as private:

Do not forward

OK

Cancel

10. Click OK

11. Click OK again

If you need assistance, please contact the NTC Help Desk at extension 1160, or 715-803-1160, or via email at help_desk@ntc.edu.

Thank you!