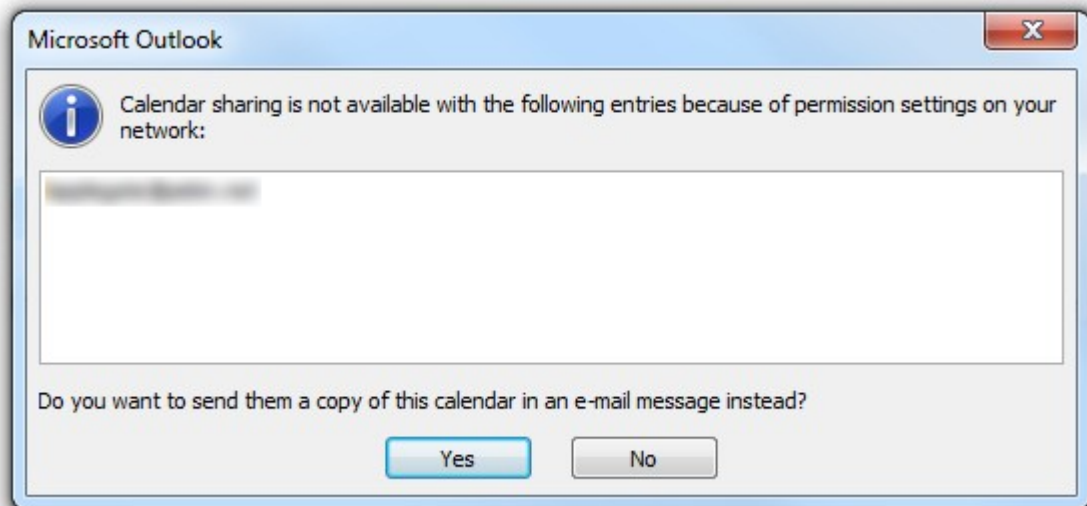


Why can't I share my calendar?

Sometimes when you try to share your calendar, you get this message: *"Calendar sharing is not available with the following entries because of permission settings on your network"*



There are two reasons you could be getting this message:

1) The address is an external address.

Calendar sharing only works with addresses on the Exchange server. You can send them a current copy of the calendar via email, but can't share it.

2) Outlook's address auto-complete function selects the wrong address.

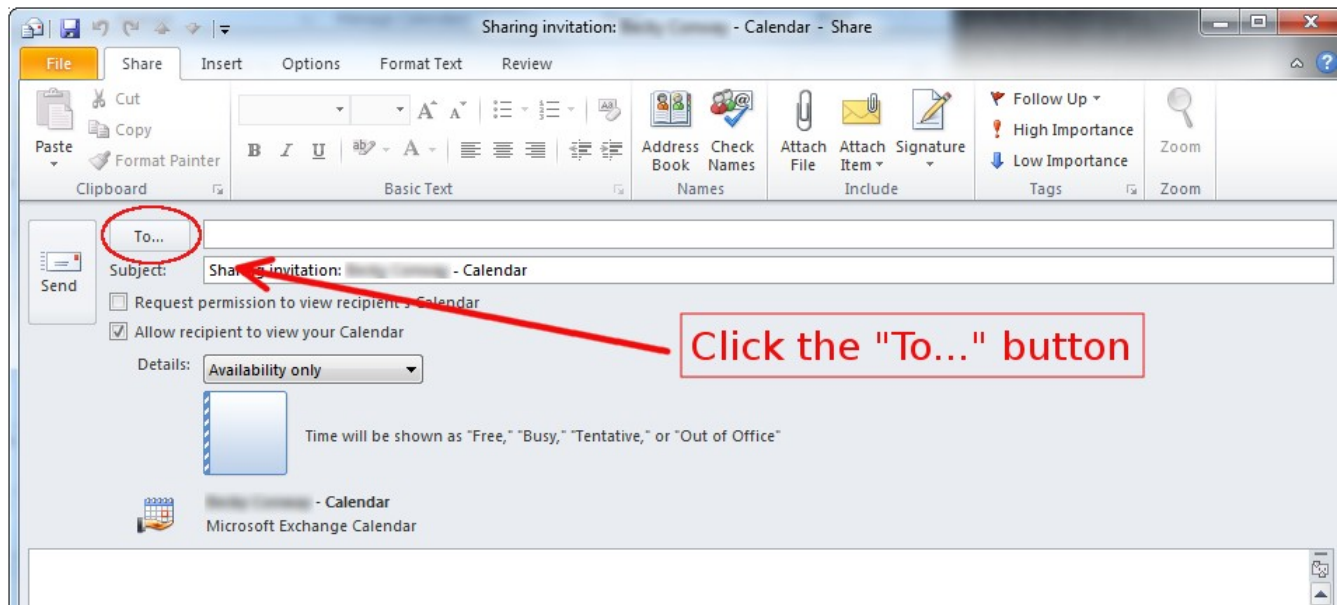
Since calendar sharing only works with addresses on the Exchange server, if you have several versions of a person's email address in your address book and Outlook auto-complete selects the one that does not exactly match an address on the Global Address List (GAL), you can get this message.

Fortunately, there is a work-around for the second reason, and this actually is the preferred method of picking addresses to share your calendar with. You will need to select your address(es) from the GAL directly rather than typing them in manually.

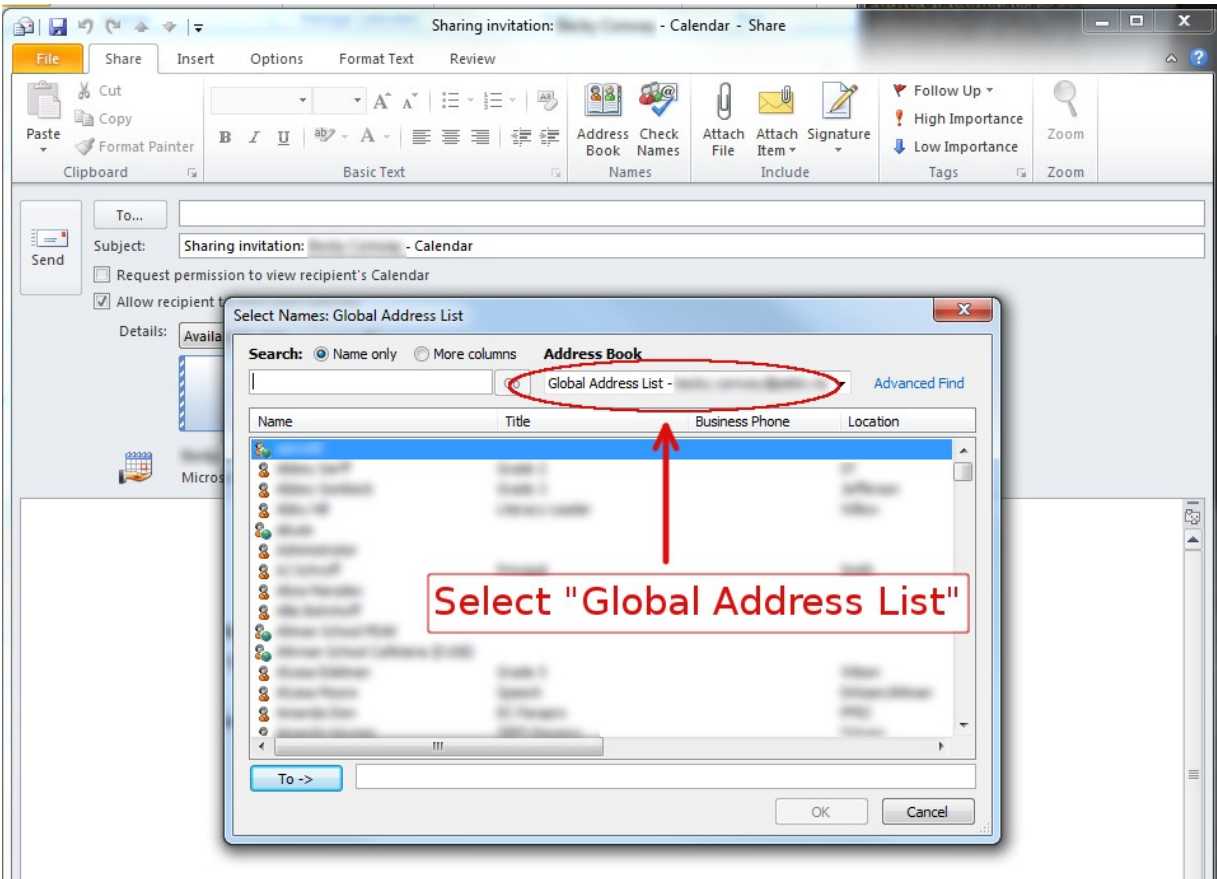
Here's how to select internal addresses directly from the GAL:

1. In the Sharing invitation, click the **"To"** button. The **"Select names"** window opens.
2. In the **"Address"** field, select **"Global Address List"**.
3. In the **"Search"** box, type the recipient's name.
4. Select the recipient to whom you want to send the invitation, and then click the **"To"** button.
5. Repeat steps 3 and 4 for each internal Exchange recipient to whom you want to send the invitation.
6. Click **"OK"**, and then click **"Send"**.

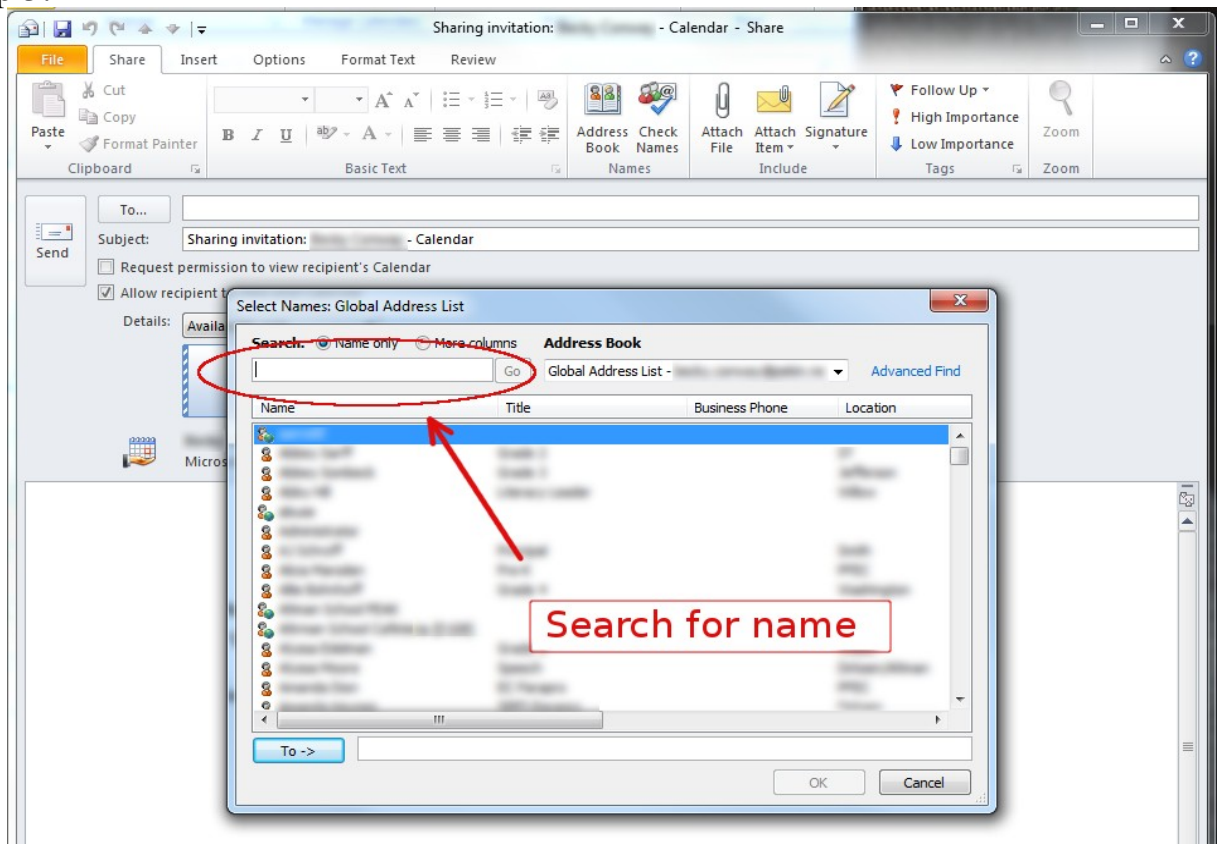
Step 1:



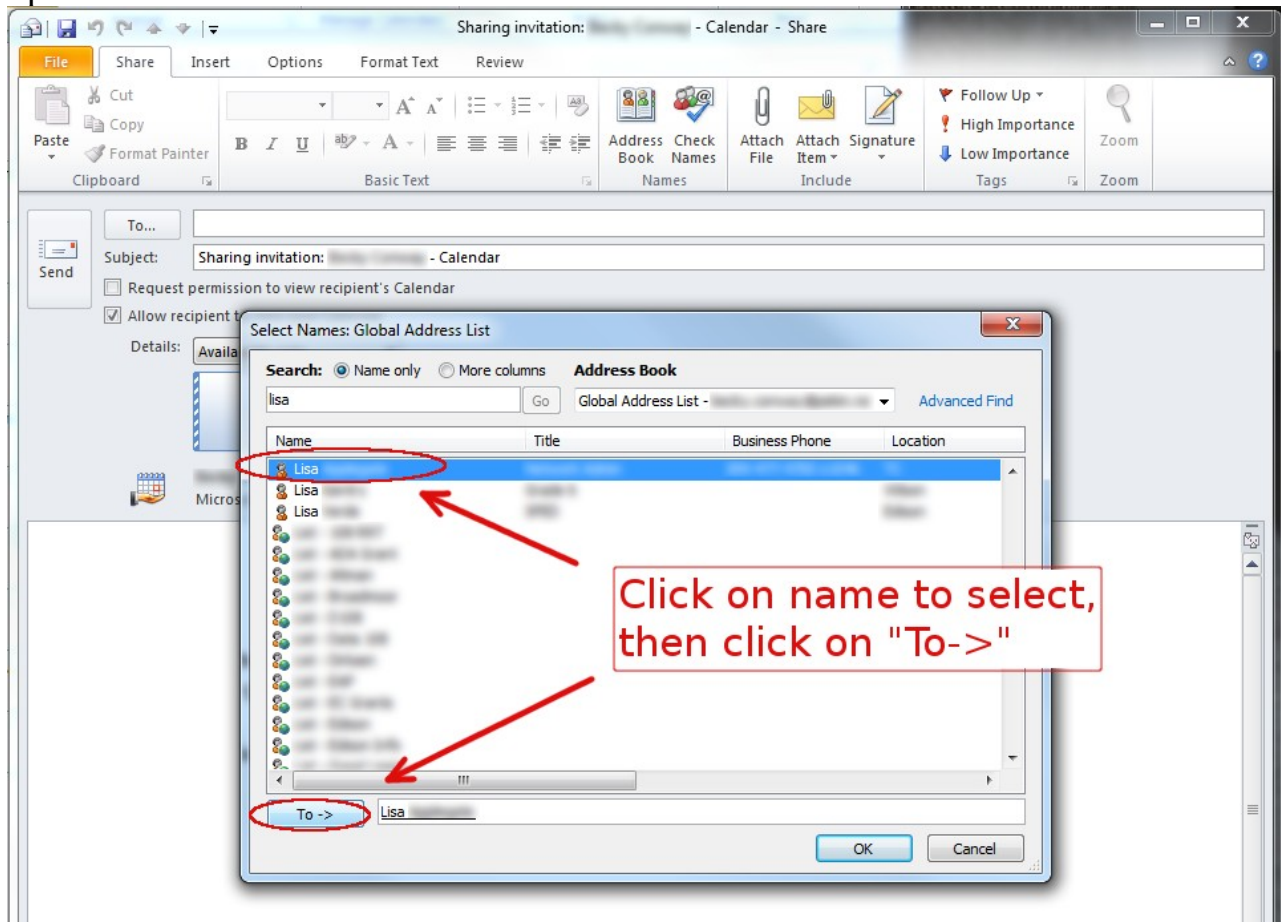
Step 2:



Step 3:



Step 4:



Step 5:

