How to ask for accessing other’s calendar permission in Outlook?

As an exchange user in Microsoft Outlook, you are free to share your calendar with others. On the contrary, you can ask for accessing permission of other exchange users’ calendars. Here I will guide you step by step to ask for accessing permission of other exchange users’ calendars in Microsoft Outlook.

To ask for accessing permission of other exchange user’s calendar in Microsoft Outlook, you need to send an email about sharing calendar request.

Step 1: Shift to the Calendar view with clicking the Calendar on the Navigation Pane.

Step 2: Right click the calendar that belongs to your exchange account, and then select the Share > Share Calendar from the right-clicking menu. See screen shot:

Note: In Outlook 2007, please right click the calendar of exchange account, and select the Share “Calendar” from the right-clicking menu.

Step 3: Then you will get into the Sharing request: Calendar – Share window:
1. In the To field, enter email address of the exchange user whose calendar you are about to ask for permission to access;
2. Check the option of Request permission to view recipient’s Calendar.
3. It’s optional to check the option of Allow recipient to view your calendar.

Step 4: Compose this sharing request email, and then click the Send button.

Note: If the recipient allow you to access his/her calendar, you will receive an email with the accessing permission. Open or preview this email, and you can access the recipient’s calendar with clicking the Open this Calendar at the top of this email. See screen shot: