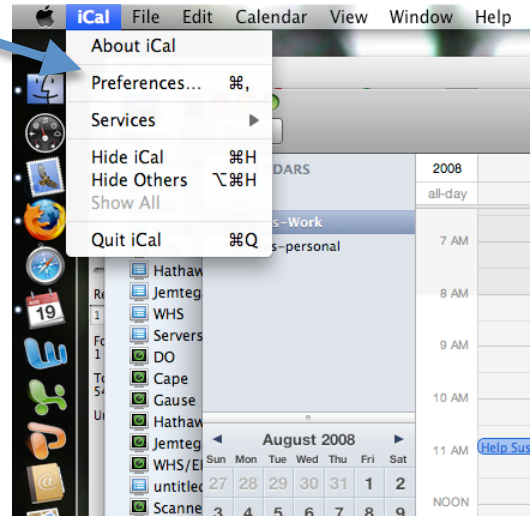
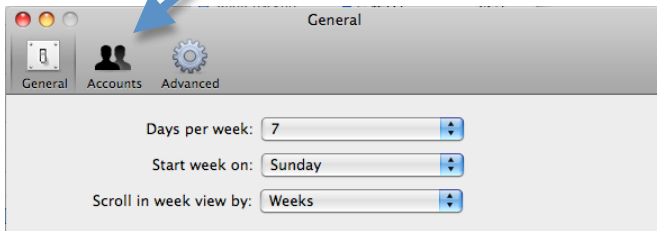


To share your iCal calendar with another WSD user:

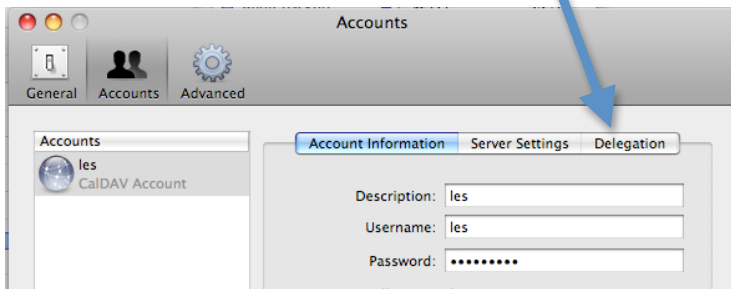
1. First, Click the iCal menu in the upper left corner, then click Preferences



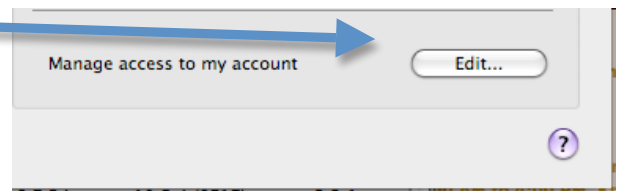
2. Next, click the Accounts button at the top right



3. Now, click on the Delegation tab

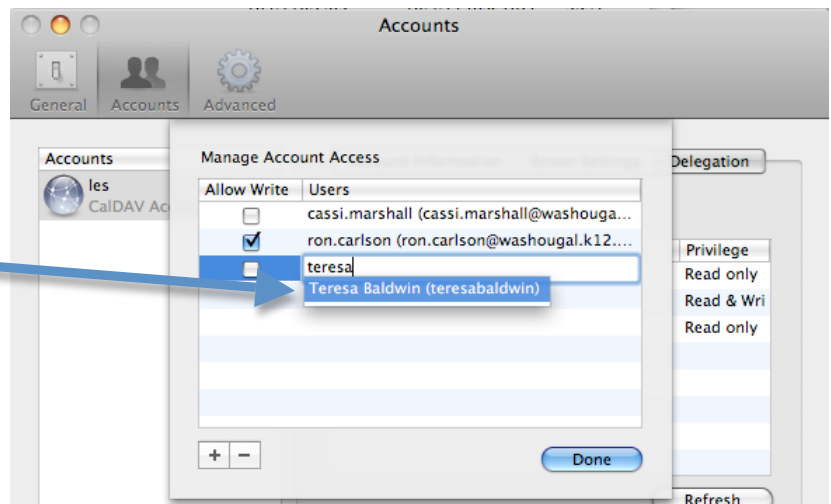


4. Now click the Edit button in the lower left



5. Type in the name of the staff person you want to share the calendar TO

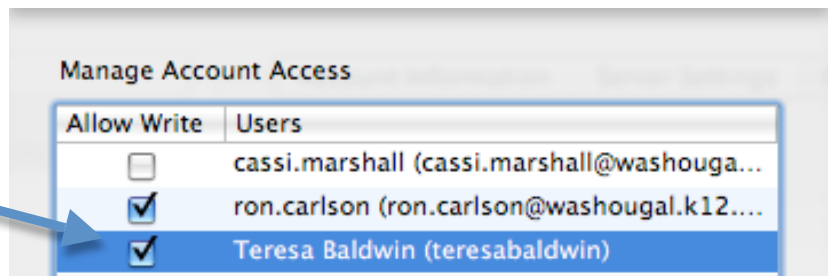
iCal will guess staff from the directory. When you see the contact you want to choose, click on their name



6. Check the box next to their name, if you want them to be able to add, edit, and delete events, as well.

If you don't check the box, they will have read only privileges

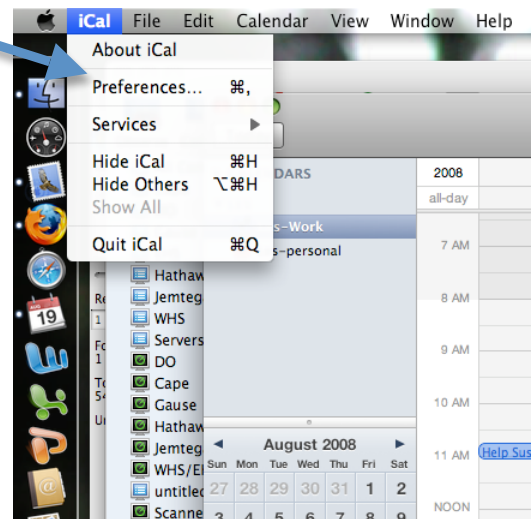
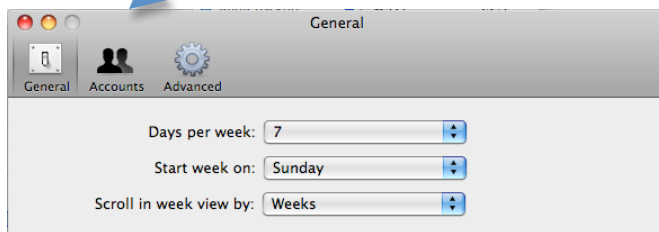
Click the red dot in the upper left to close and save



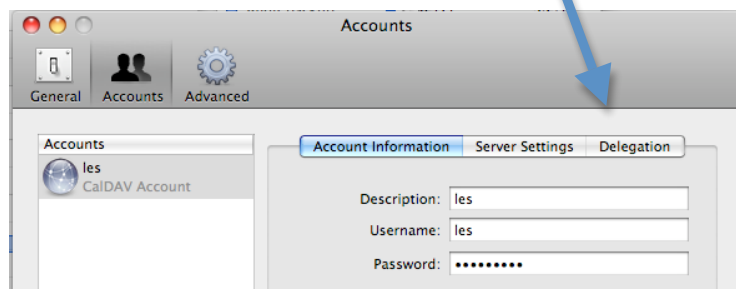
To view someone else's calendar (after they have "delegated" access to you!)

1. First, Click the iCal menu in the upper left corner, then click Preferences

2. Next, click the Accounts button at the top right

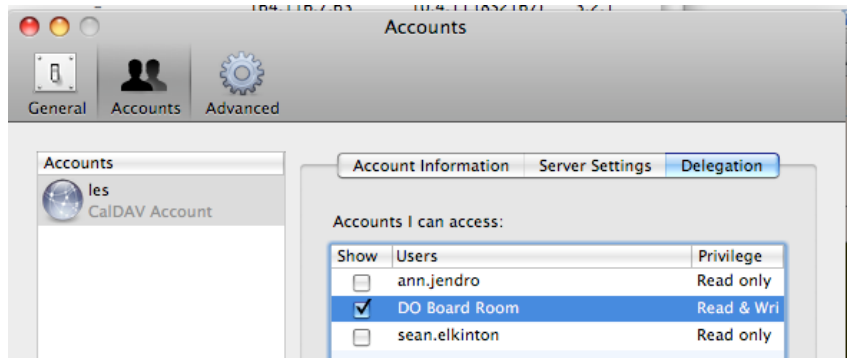


3. Now, click on the Delegation tab



4. Check the box next to the name of the person (or resource, like the board room) you wish to be able to see

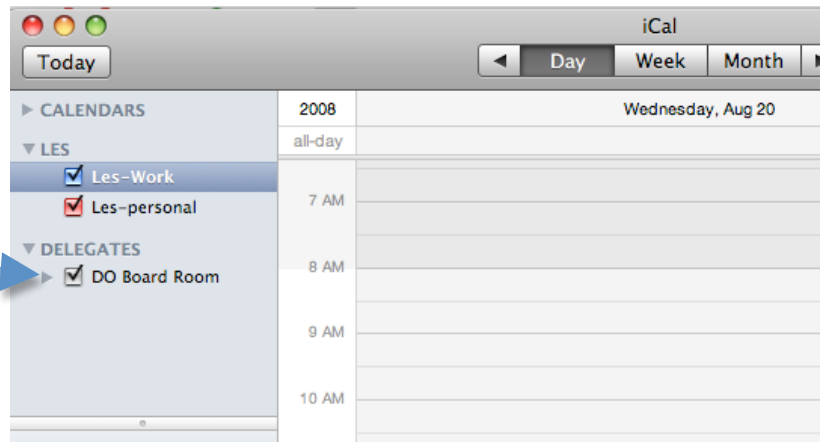
If their name does not show up, they need to complete the steps above.



5. Close the window using the red dot in the upper left corner to save.

You should see a new entry called "Delegates" in the sidebar list of calendars. Turn the small triangle down, to see the list of calendars you wish to see.

To show someone's calendar, just check the box next to his or her name



Note: If you want to display someone's calendar in a separate window from yours, you can use your right click button, then choose "Open Delegate in a Separate Window"