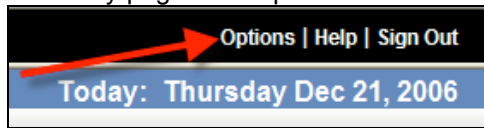
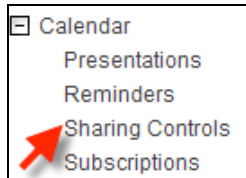


Sharing a Calendar and Granting Access Rights

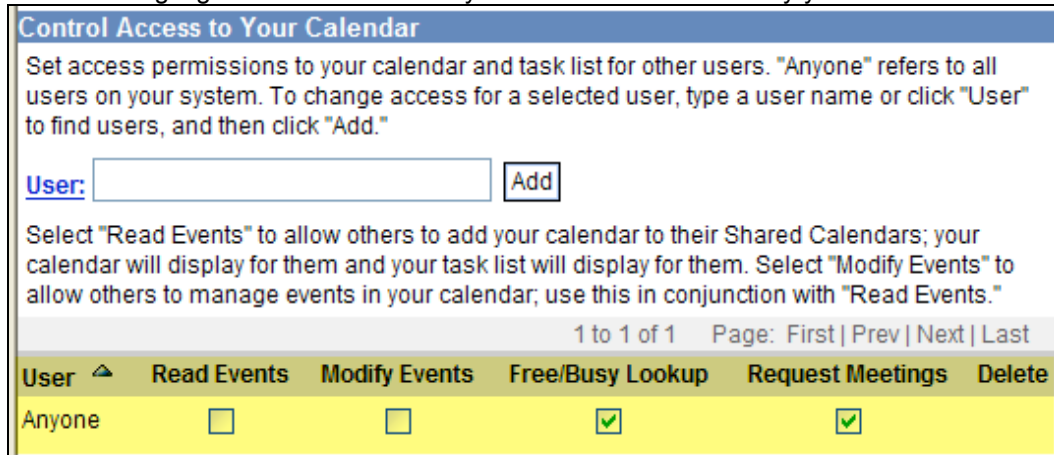
From any page in Mirapoint Calendar click on the Options button.



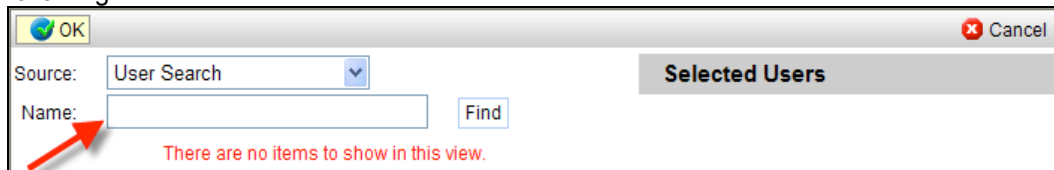
On the left side of the window, click on the Sharing Controls button.



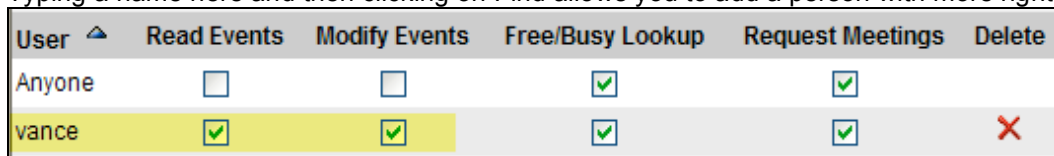
Notice the highlighted area below. "Anyone" cannot read or modify your calendar.





You want to name a user who can read and/or modify your calendar. So, you either type the name in the field to right of "User," or you click on user to search for the name. If you click on User, you'll see the following.



Typing a name here and then clicking on Find allows you to add a person with more rights.



In this case, "vance" will be added without any checks in Read or Modify. To grant these rights to "vance" you must click on one or both boxes as has been done here.

Important you must now click  in order to activate these permissions/access rights. Now, you can close this window by clicking on the  button.