

## How to Give Others Access to Your Calendar and To Dos

By default your *Calendar* and *To Do* entries cannot be accessed by anyone else. You can, however, delegate access to other people so that they can read or read, create, edit and delete Calendar and To Do entries on your behalf.

- From your *Calendar* click the **More** action and select **Preferences**
- Click the **Access and Delegation** tab
- Click the **Access to Your Mail and Calendar** tab



