1. Click Calendar in the Navigation Pane. Depending on how you have Outlook configured, under either My Calendars or a heading like Cornell Exchange, you will see your calendar listed. You may also see other calendars you manage, such as EGA or Resource account calendars.
2. Right-click (or ctrl-click) on the calendar you want to share. Make sure you are not selecting a calendar listed under On My Computer.
3. From the drop-down menu that appears, select Sharing Permissions.
4. On the Folder Properties dialog box, click the Permissions tab.
5. Click Add User.
6. In the field at the top of the Add Users dialog box, type all or part of the group name, then click Find. Accounts that match what you typed will be displayed. In the first column of the search results you will see the Display Names of the matches. The second column is labelled E-Mail, and there you can see the actual name of the groups (presented as an email address. Just ignore everything from the "@" symbol on).
7. Click on the group you want to share with, then click OK.
8. Back on the Folder Properties dialog box, click on the group's name, then choose from the Permission Level drop-down list. ([What do the choices mean](http://www.it.cornell.edu/services/entourage/howto/permissions.cfm)? Short version: if you just want to let the members of this group see what's on your calendar, use Reviewer. If you want the members of the group to see what's on your calendar AND be able to create new events, use Non-editing Author.)
9. Click OK.