

Calendar Sharing Instructions

Use the below instructions to share a calendar with another user.

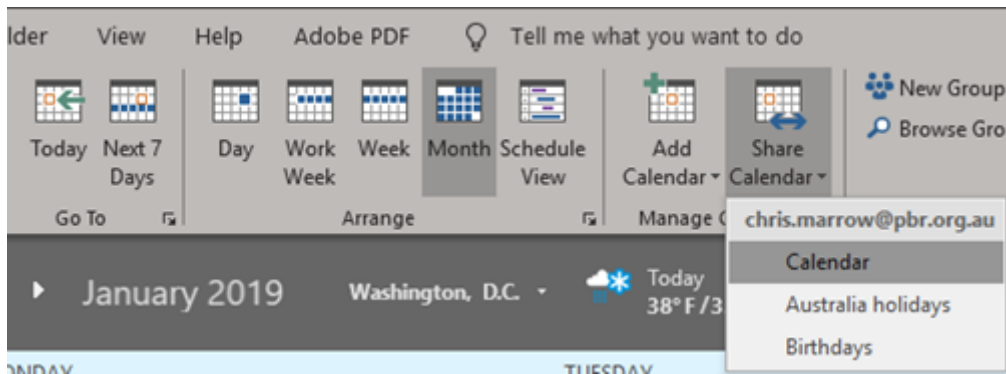
By default, all user's calendars are set to **Can view when I'm busy**.

Step-by-step guide

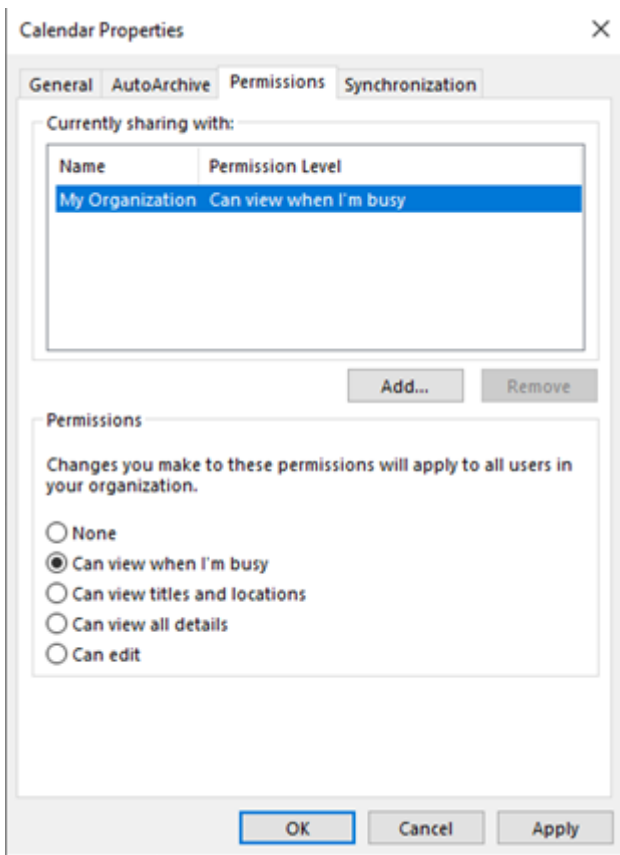
1. Open **Outlook**.
2. Click on the **Calendar icon** in the bottom left hand side of the screen.



3. Click on the **Share Calendar** icon located at the top of the screen. Select the **Calendar** option from the drop-down menu.



4. Click the **Add** button to share your calendar with a user.



Calendar Properties

General AutoArchive Permissions Synchronization

Currently sharing with:

| Name | Permission Level |
|-----------------|------------------------|
| My Organization | Can view when I'm busy |

Add... Remove

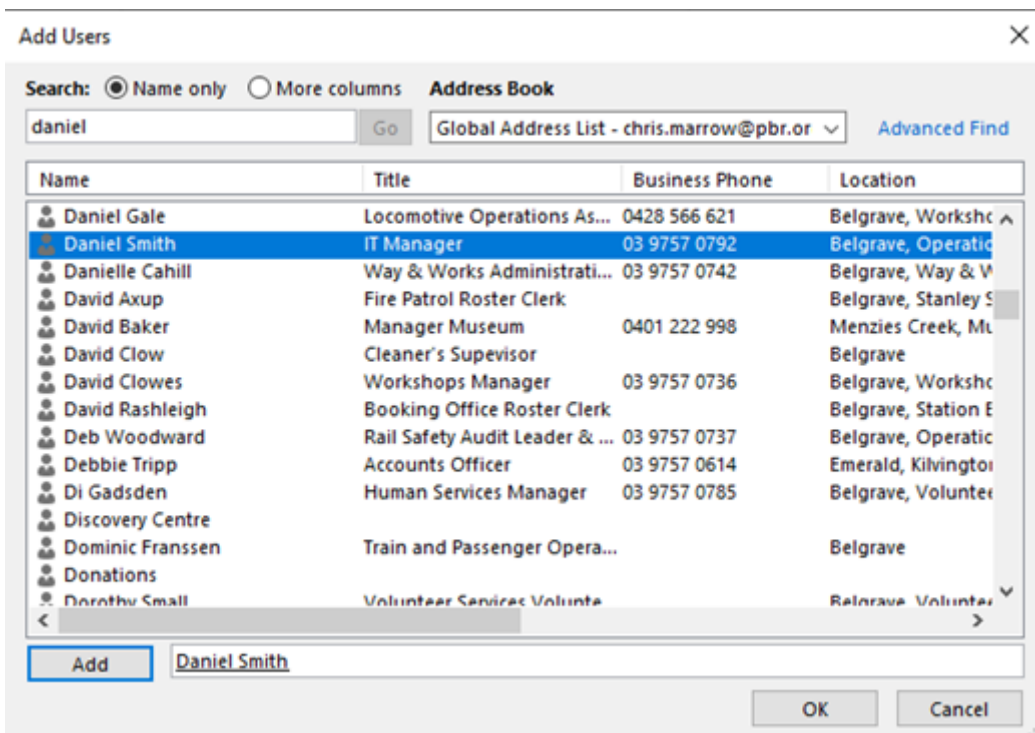
Permissions

Changes you make to these permissions will apply to all users in your organization.

☐ None
☒ Can view when I'm busy
☐ Can view titles and locations
☐ Can view all details
☐ Can edit

OK Cancel Apply

5. The Address book will appear. Search for the user's name and click **Add** then **OK**. If you want to share your calendar with multiple people continue adding the names before clicking **OK**.



Add Users

Search: ☒ Name only ☐ More columns Address Book

daniel Go Global Address List - chris.marrow@pbr.or Advanced Find

| Name | Title | Business Phone | Location |
|------------------|--------------------------------|----------------|---------------------|
| Daniel Gale | Locomotive Operations As... | 0428 566 621 | Belgrave, Workshc |
| Daniel Smith | IT Manager | 03 9757 0792 | Belgrave, Operatic |
| Danielle Cahill | Way & Works Administrati... | 03 9757 0742 | Belgrave, Way & V |
| David Axup | Fire Patrol Roster Clerk | | Belgrave, Stanley S |
| David Baker | Manager Museum | 0401 222 998 | Menzies Creek, Mu |
| David Clow | Cleaner's Supevisor | | Belgrave |
| David Clowes | Workshops Manager | 03 9757 0736 | Belgrave, Workshc |
| David Rashleigh | Booking Office Roster Clerk | | Belgrave, Station E |
| Deb Woodward | Rail Safety Audit Leader & ... | 03 9757 0737 | Belgrave, Operatic |
| Debbie Tripp | Accounts Officer | 03 9757 0614 | Emerald, Kilvington |
| Di Gadsden | Human Services Manager | 03 9757 0785 | Belgrave, Volunte |
| Discovery Centre | | | |
| Dominic Franssen | Train and Passenger Opera... | | Belgrave |
| Donations | | | |
| Dorothy Small | Volunteer Services Volunte | | Belgrave, Volunte |

Add Daniel Smith

OK Cancel

6. Select the user's name to adjust what permission level they will have when viewing your calendar.

Permissions:

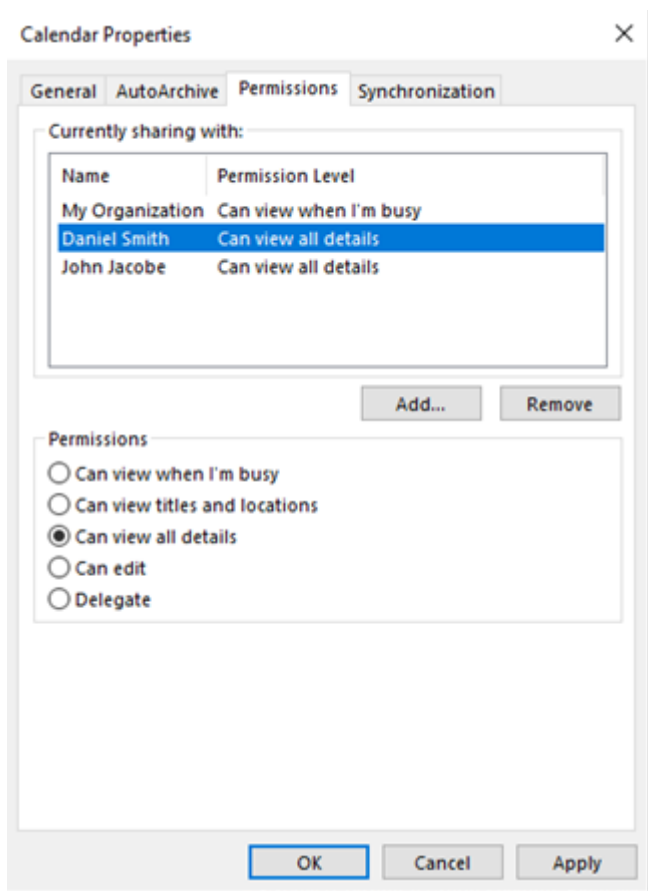
Can view when I'm busy- People you share with can only see the times you have blocked out as busy.

Can view titles and locations- People you share with can see only title and location of a meeting or appointment.

Can view all details- People you share with can see all details, including description or attendees.

Can edit- People you share with can view, edit and delete meetings or appointments.

Delegate- Delegates can view, edit and delete meetings or appointments. Delegates can also create and respond to meeting requests on your behalf.

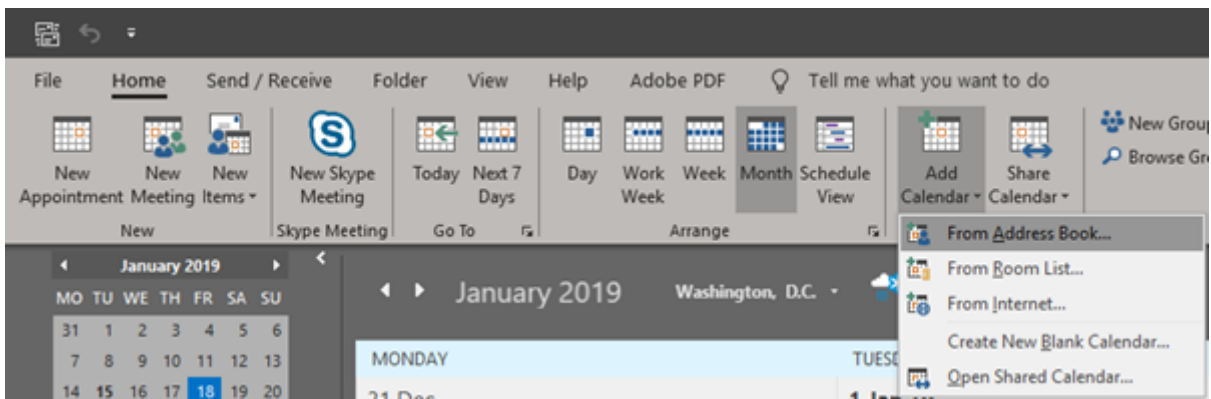


7. Click **apply** when you've selected the relevant permissions for the user/users.

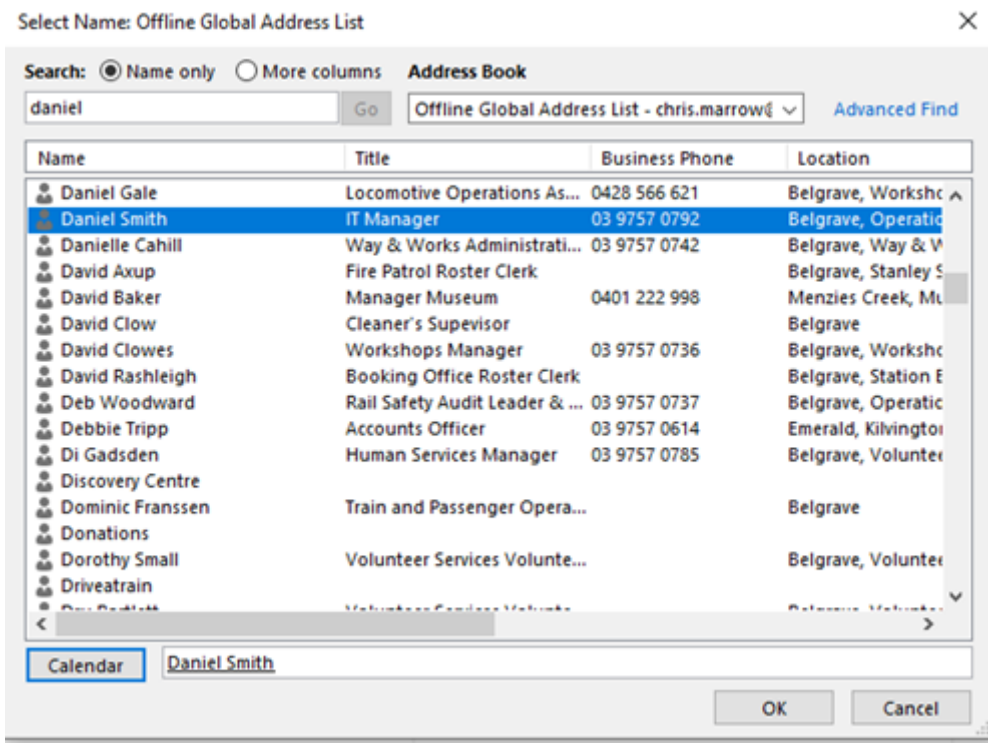
8. Once the user has been granted permission, they will be sent an email asking to accept the calendar invitation. Once they've clicked **Accept** the calendar will be added to their **Shared Calendars** on the left hand side of the screen.

Follow the below steps if the user didn't receive an email or the calendar didn't appear.

1. The user receiving the shared calendar can go to their Calendar in outlook, click on Add Calendar and select From Address Book.



2. Enter the users name and click **OK**, you can add multiple users if needed. The Calendar will then appear under **Shared Calendar** on the left hand side of the screen.



Revision #2

Created 29 September 2022 01:04:21 by Mitch Fraser

Updated 3 October 2022 05:14:42 by Dylan Healey