Calendar Sharing

Statistics & Probability Compiled 06/11/2013

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Overview

- The Exchange environment in use by the Statistics and Probability department allows users the ability to share their calendar information with other STT members.
- The systems supports multiple permission levels:
 - Free/Busy
 - Only shows when appointments are, excluding any other details.
 - Free/busy information including subject and location
 - Shows just the subject and location, leaving out notes and other details
 - All information
 - Allows user to view all information attached to a particular event
- Through Outlook, you can also grant write permissions, allowing other users to add events to your calendar.

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Adding A Share in OWA

- Start by logging into the OWA system
 - <u>https://mail.stt.msu.edu</u>
- Select the Calendar option in the bottom left:



• Select the calendar you would like to share:

1	Му	Calendars
	✓	🛄 Calendar

• Select Share

New +	Delete	Go to Today			Share 🗸	View +	
\sim	11 ti	uesday					





Adding A Share in OWA

• Select 'Share This Calendar'



- Type the email address of the user you would like to send the request to.
- Select a permission level. (See <u>Overview</u> for details)
- If you would like to request 2-way viewing, check the 'I want to request permission to view the recipient's Calendar folder' box.
- If desired, type a body in the box below. It will send with the message requesting sharing
- Select 'Send' to complete request.

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Adding a Share in Outlook 2010

 Start by selecting the calendar option in Outlook:

	Mail	
	Calendar <	
8	Contacts	
7	Tasks	

Select 'Share Calendar' from the Home ribbon

File	Home	Send / F	Receive	Folder	Vie	w							\frown			
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New	New	New	Today	Next 7	Day	Work	Week	Month	Schedule	Open	Calendar	E-ma	Share	ublish	Calendar	
Appointme	nt Meeting	g Items *		Days		Week		*	View	Calendar *	Groups *	Calend	r Calendar	Dnline 🔻	Permissions	
New Go To 🕞					4	Arrange		- E	Manage (Calendars			hare		Find	





Adding a Share in Outlook 2010

- Type recipients in the 'To' field, just like email
- Select permission level in the 'Details' dropdown list (see <u>Overview</u> for details):

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🔲 Request j	permission to view recipient's C	alendar
Allow rec	ipient to view your Calendar	
Details:	Availability only Availability only Limited details Full details	vn as "Free," "Busy," "Tentative," or "Out of Office"

- Type a message in the body if desired
- Select 'Send' to complete request

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Removing / Changing Permissions in OWA

- Start by logging into the OWA system
 - <u>https://mail.stt.msu.edu</u>
- Select the Calendar option in the bottom left:



• Select the calendar you would like to share:

1	Му	Calendars
	✓	🛄 Calendar

• Select Share

New +	Delete	Go to Today			Share 🗸	View +	/ - 🚔		
< >	11	tuesday							





Removing / Changing Permissions in OWA

• Select 'Change Sharing Permissions'



• On the list, you will see users that you have shared your calendar with, and the permissions they have been granted.

Sha	ared With ^	Permission Granted
Eri	k Segur	Free/Busy time, subject, location

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Removing / Changing Permissions in Outlook 2010

 Start by selecting the calendar option in Outlook:

🙈 Mail	
Calendar <	
Contacts	
🗳 Tasks	

Select 'Calendar Permissions' from the Home ribbon

File	Home	Send /	Receive	Folde	r Vie	w									\frown	
-22222	222222	22222	X		12222222	2222222	2222222	2222222	-	-	niniy		22222	222222	23	Find a Conf
	-88	4	\sim	<u> </u>								3 = 1		-95		Address
New	New	New	Today	Next 7	Day	Work	Week	Month	Schedule	Open	Calendar	E-mail	Share	Publish	Calendar	-
Appointme	ent Meetin	g Items *		Days		Week		*	View	Calendar	Groups *	Calendar	Calenda	r Online	Permissions	
New			Go T	о Га		1	Arrange		5	Manage	Calendars		5	hare		Find





Removing / Changing Permissions in Outlook 2010

- In the top window, you can see users you are sharing your calendar information with, and you can adjust permissions here as well.
- In the Write and Delete sections, you can control if other users can EDIT your calendar, as well as viewing it.





