

# Calendar Sharing

Statistics & Probability

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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.

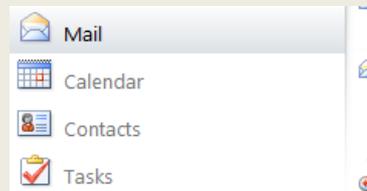
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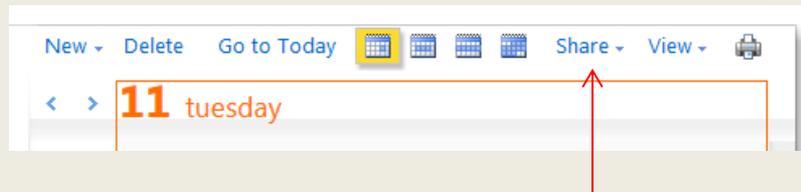
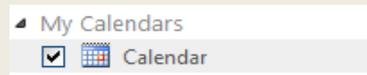
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# Adding A Share in OWA

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

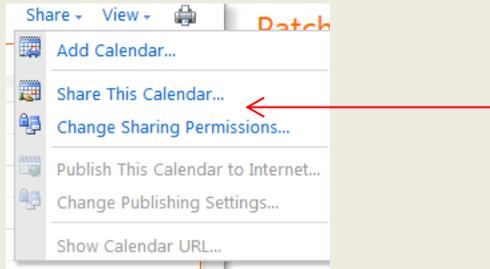


- Select the calendar you would like to share:
- Select Share



# Adding A Share in OWA

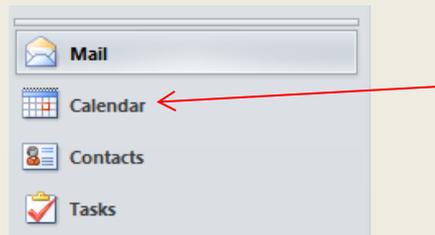
- Select 'Share This Calendar'



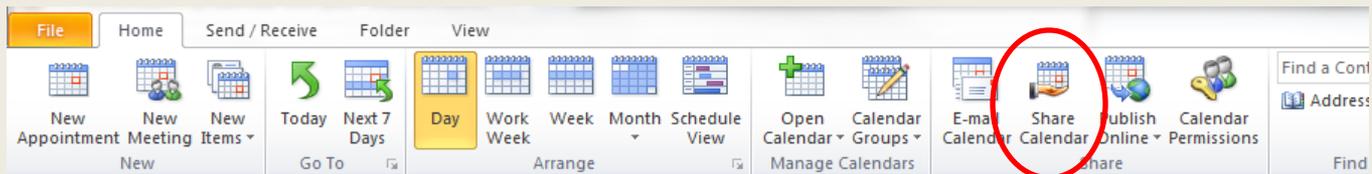
- Type the email address of the user you would like to send the request to.
- Select a permission level. (See [Overview](#) for details)
- If you would like to request 2-way viewing, check the 'I want to request permission to view the recipient's Calendar folder' box.
- If desired, type a body in the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

# Adding a Share in Outlook 2010

- Start by selecting the calendar option in Outlook:

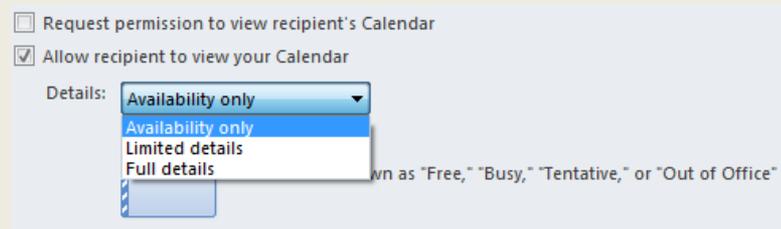


- Select 'Share Calendar' from the Home ribbon



# Adding a Share in Outlook 2010

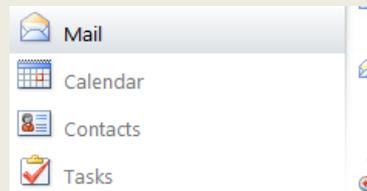
- Type recipients in the 'To' field, just like email
- Select permission level in the 'Details' drop-down list (see [Overview](#) for details):



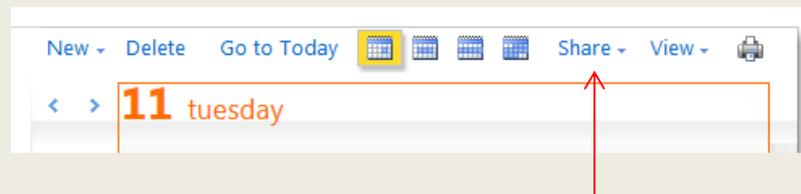
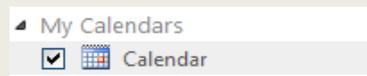
- Type a message in the body if desired
- Select 'Send' to complete request

# Removing / Changing Permissions in OWA

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

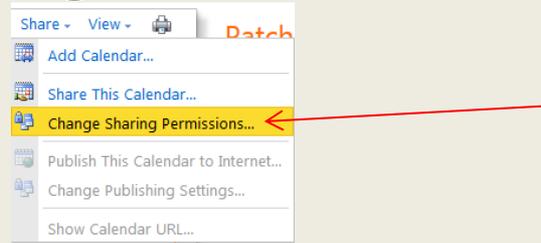


- Select the calendar you would like to share:
- Select Share



# Removing / Changing Permissions in OWA

- Select 'Change Sharing Permissions'



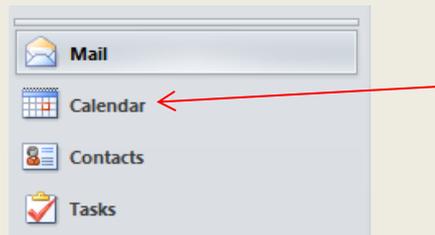
- On the list, you will see users that you have shared your calendar with, and the permissions they have been granted.

Shared With	Permission Granted
Erik Segur	Free/Busy time, subject, location

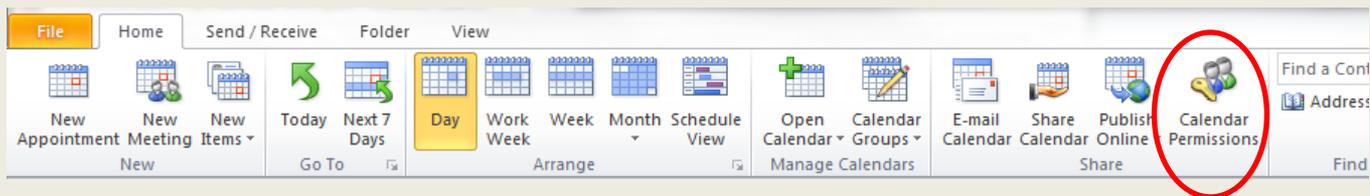
- You may edit or remove a user by selecting the user and using  Edit (to change) or  to delete

# Removing / Changing Permissions in Outlook 2010

- Start by selecting the calendar option in Outlook:

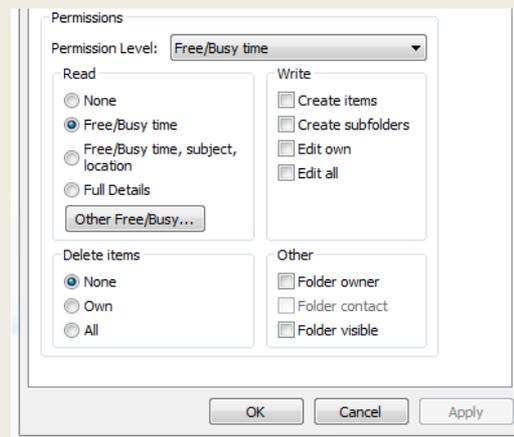


- Select 'Calendar Permissions' from the Home ribbon



# 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.



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