

Microsoft Outlook - Using the Calendar and Sharing your Calendar

Last Modified on 14/09/2018 10:21 am BST

Calendars

The calendar is one of the more commonly used functions of Outlook. This can be used in order to organise your day and set up appointments/meetings with both internal and external users.

Using the calendars

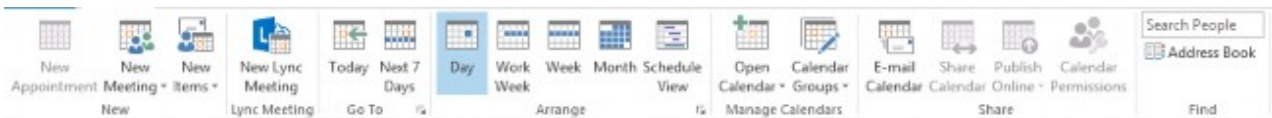
The calendar can be accessed by selecting Calendar in the lower left hand corner of Outlook.



The image shows a horizontal ribbon with four items: 'Mail', 'Calendar', 'People', and 'Tasks', followed by a three-dot menu icon. The 'Calendar' item is highlighted with a red rectangular border.

Down the left hand side you will see your own calendar and any additional calendars that you have added into your Outlook profile.

Along the ribbon at the top of this screen you have various functions; you can set up a new appointment/meeting, change how much of the calendar you would like to view, open any shared calendars, view the permissions and share your calendar.



Difference between Appointments and Meetings

The core difference between an appointment and a meeting is that an appointment does not have recipients.

Sharing your Calendar

There are several ways to share the calendar within Microsoft Outlook, however Cobweb recommend sharing the calendar by adding permissions to the calendar and the person who's needing to see the calendar. Instructions on how to configure this can be found below.

Granting Permissions over Your Calendar

To grant permission over your calendar:

1. Right click on the calendar.
2. Select Properties and navigate to the Permissions tab.
3. Click Add, select the user you wish to grant permissions and select the permission level you would like that user to have over your calendar.

Calendar Permissions

When you share your calendar with another user you can choose what permission level to apply. The list provided breaks down each permission level in terms of what they can create, delete and view.

Create, read, modify and delete all items and create subfolders.

Owner

Can change the permission levels that other people have for the folder.

Publishing
Editor

Create, read, modify, and delete all items and create subfolders.

Editor

Create, read, modify, and delete all items.

Publishing
Author

Create and read items, create subfolders, and modify and delete items and files that you create. (Does not apply to delegates.)

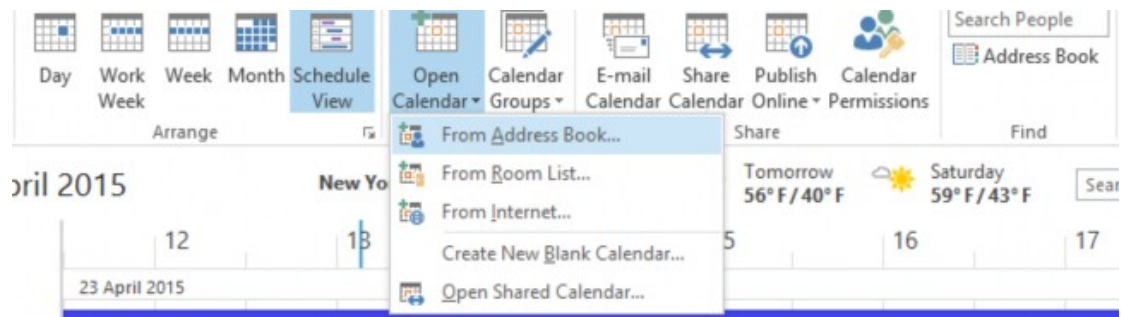
Author	Create and read items, and modify and delete items and files that you create.
Non-Editing Author	Create and read items only.
Reviewer	Read items only
Contributor	Create items only. The contents of the calendar do not display.
Free/Busy, Time, Subject, Location	See free/busy time as well as the subject and location of items. Cannot create files and can only read this basic information, not the full files.
Free/Busy Time	See free/busy time only.
None	No permission. You cannot open the calendar.

Adding the Additional Calendar

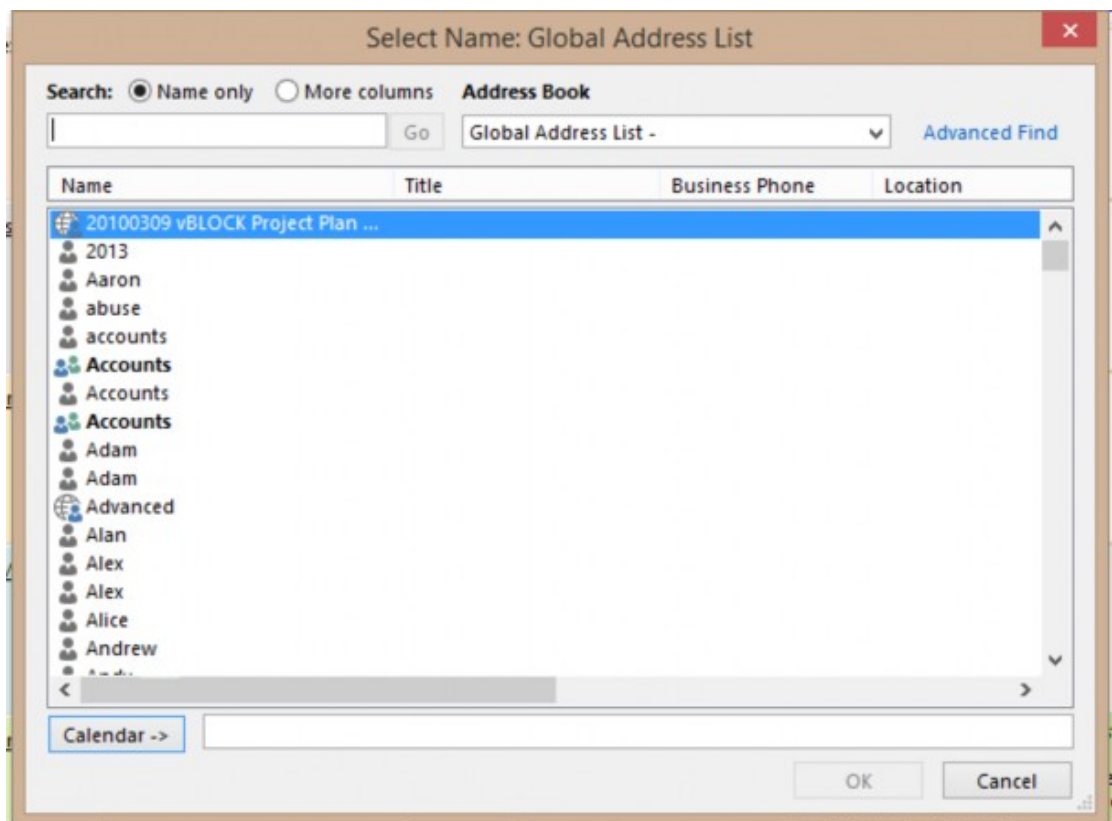
Once the permissions have been granted. The user who needs to see the calendar will need to add the calendar into Microsoft Outlook. This can be achieved by following the below.

1. Select Open Calendar

2. Select From Address Book



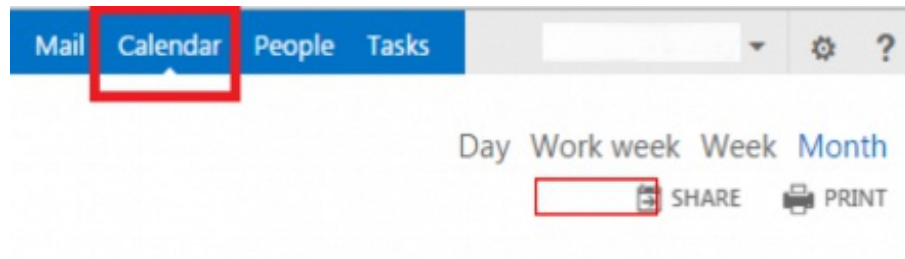
3. Select the user and press OK



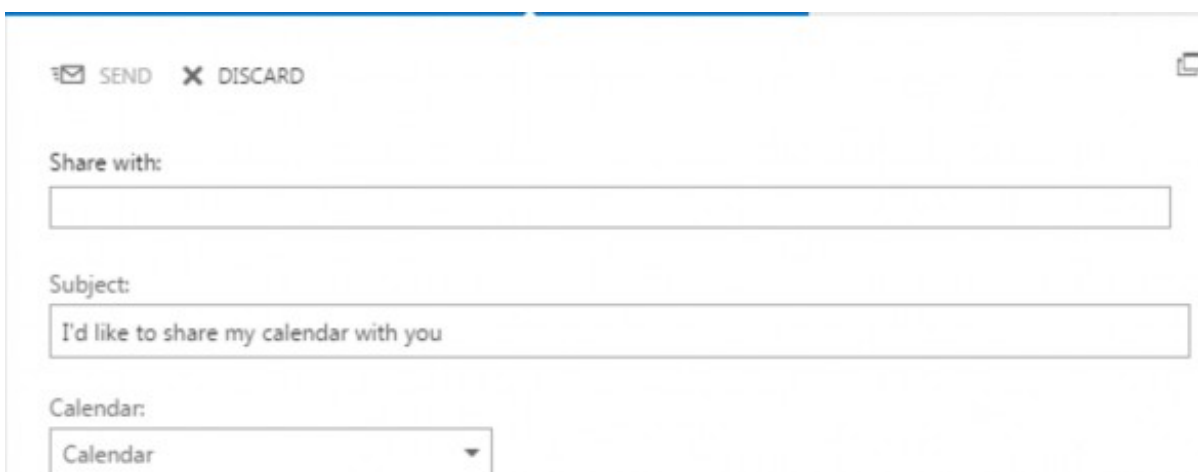
4. The selected user's calendar will appear on the left hand side

Setting Calendar Permissions in OWA

1. Log into your Outlook Web Access, and select the calendar tab on the top right side.



2. Click Share
3. It will come up with the following pop up box. Enter the address of the person you wish to share the calendar with. Then click **Send**.

A screenshot of the 'Share with' pop-up box in OWA. At the top, there are 'SEND' and 'DISCARD' buttons. Below that, there is a 'Share with:' label followed by an empty text input field. Underneath is a 'Subject:' label followed by a text input field containing the text 'I'd like to share my calendar with you'. At the bottom, there is a 'Calendar:' label followed by a dropdown menu showing 'Calendar'.