

Outlook Calendar Sharing

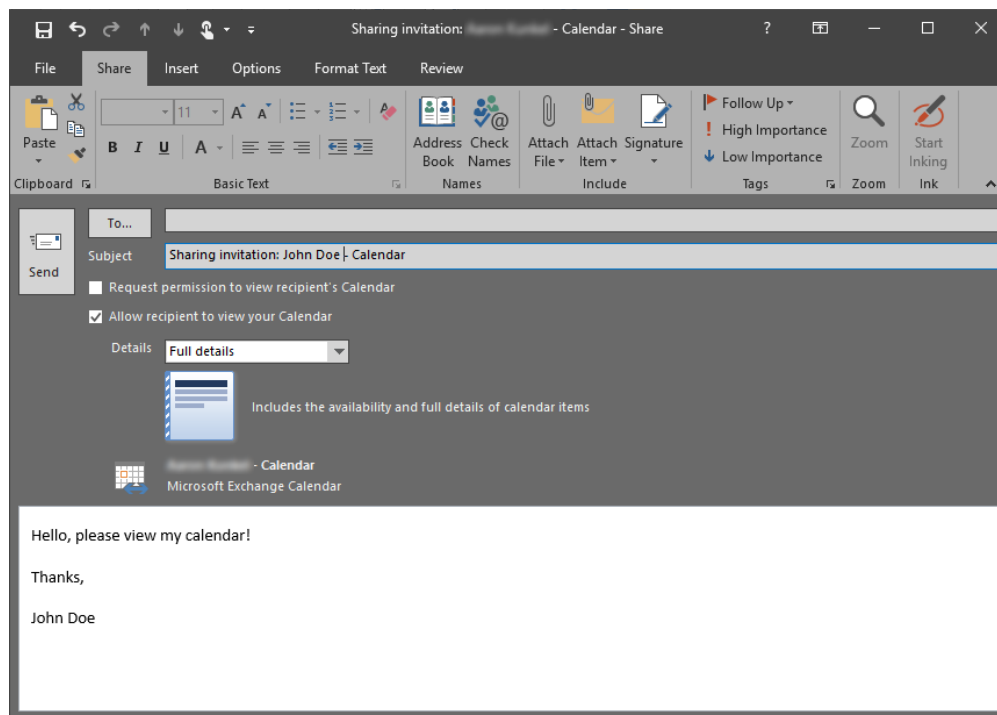
One of the many powerful features in Outlook is the ability to share calendars to and from other staff members. This allows greater collaboration, as well as allowing management to directly create/edit appointments for staff as needed. These instructions were written from a Windows 10 workstation running Office 2016, so the steps and appearance may vary from your setup.

Sharing a Calendar

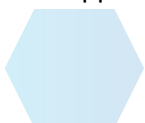
1. To share your calendar, begin by opening Outlook and navigating to the calendar panel. Locate and press the “Share Calendar” button in the top ribbon.



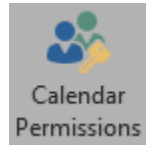
2. A window similar to a new email will appear. In the To field, add the names of whomever you wish to share your calendar with. Of particular importance is the Details field. By default, it selects as “Availability Only” which means the recipient will only be able to see when events are on your calendar, but not what those events are. “Full Details” is usually preferable. A message can be added to the share invitation if desired.



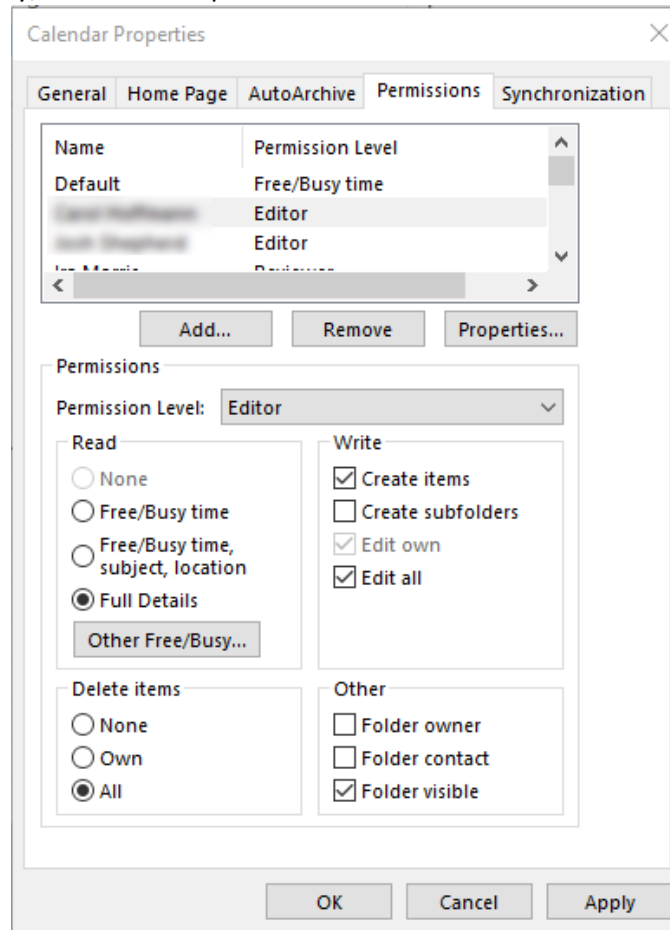
3. If the recipient only needs to be able to view your calendar, stop here. If they will need to make/edit appointments on it, continue.



- On the main ribbon on the calendar panel, find and select the “Calendar Permissions” button.



- A list of individuals with permission to your calendar will appear. Select the person whose permissions need to be increased. Typically, the “Editor” option as shown will be sufficient.

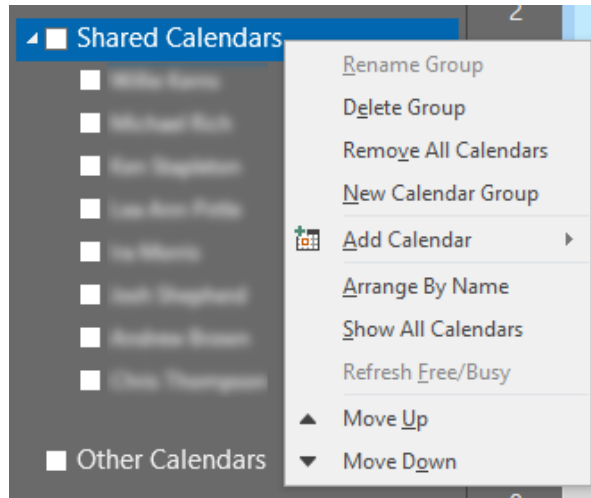


- Press OK to finish.

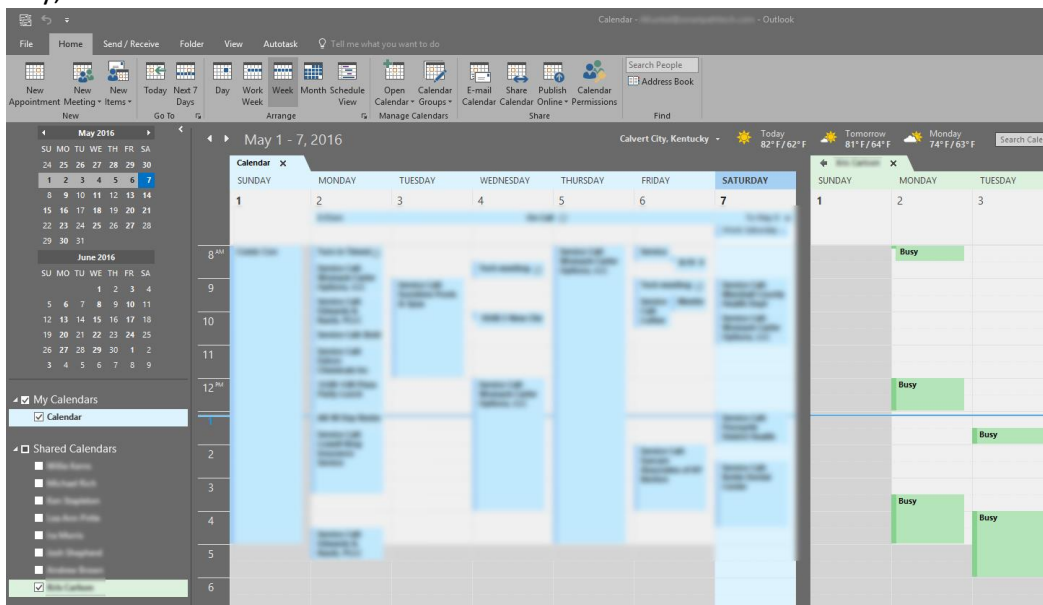


Viewing Calendars

1. If you have been invited to view a calendar, skip this step. To view someone else's calendar without an invitation, locate the "Shared Calendars" folder on the left side of Outlook, and right click on it. Choose the option to Add Calendar, then From Address Book.



2. The address book will open. Simply add the person whose calendar you need to view, then press OK.
3. The person's calendar will appear next to yours, and their name will be checked in the list. Multiple calendars can be viewed side by side by checking multiple names on the list. The calendar displayed here is an example of free/busy time only, again the default when permissions have not been increased. Additionally, notice that the calendars are color-coded.



4. If you have editing permissions to the calendar, appointments can be created/edited exactly as they are on your own. The changes will reflect on the other person's Outlook, phone, and anywhere else they sync their calendar.

Reach out to SmartPath Technologies if you experience any issues.