

Microsoft Outlook

How To Share A Departmental Mailbox's Calendar



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How to Share a Departmental Calendar

The recommended method of sharing a departmental calendar is using Outlook on the Web.

You will need full access to the mailbox to share the calendar. If you do not have full access to the mailbox, please contact the IT help desk to confirm your access. They can be reached at 305-284-6565 or help@miami.edu.

- 1. In a web browser, go to <u>http://email.miami.edu</u> and sign into your University mailbox.
- 2. Click your picture/avatar in the upper right-hand corner and select **Open another mailbox...**





- 3. Type in the name of the mailbox and press the Enter key.
- 4. The name should resolve. If it does not, select the appropriate mailbox from the dropdown list that appears. Click **Open**.

Open another mail	box	×
IM ISS Mbx ×		
	Open	Cancel

- 5. The mailbox will appear in a new window or tab.
- 6. At the bottom of the page, select the calendar icon iii to go to Calendar.

\sim	Folders
A	Inbox
0	Drafts 2
⊳	Sent Items
>	Deleted Items
\otimes	Jun Email
	₩



- 7. The calendar will appear. In the calendar list that appears, right click on the calendar you would like to share.
- 8. Click Sharing and permissions from the list that appears.



- 9. Type the name or email address of the person you want to share the calendar with in the **Enter an email address or contact name field**. Outlook on the web will automatically find matching entries from the University's Global Address List.
- 10. Select the appropriate contact from the dropdown list that appears.

Sharing and permissions	×
Calendar	
Send a sharing invitation in email. You can choos settings any time.	se how much access to allow and change access
Test Off <mark>ice 365 Account</mark>	Share
Test Office 365 Account testo365@miami.edu	
 Search People People in my organization 	Can view when I'm busy \sim



- 11. After you add the individuals, select their level of access from the dropdown list to the right of their name.
 - a. **Can view when I'm busy** lets the person see when you are busy but does not include details such as the event location.
 - b. **Can view titles and locations** lets the person see when you are busy as well as the title and location of events.
 - c. Can view all details lets the person see all the details of your events.
 - d. **Can edit** lets the person see all details of your events and edit your calendar (only available when sharing with people in your organization).
 - e. **Delegate** lets the person view and edit your calendar, as well as send and respond to meeting requests on your behalf (only available when sharing with people in your organization).
- 12. Click **Share** when done.
- 13. A sharing invitation will automatically be sent to the user you added.

Sharing and permissions	×
Calendar	
Send a sharing invitation in email. You c settings any time.	an choose how much access to allow and choose how much access
Test Office 365 Account testo365@miami.edu	Can view all details \checkmark Share 🕅
	Can view when I'm busy
Inside your organization	Can view titles and locations
🚯 People in my organization	Can view all details
	Can edit
	Delegate



How to Open a Shared Departmental Calendar

If you have permission to a shared mailbox, the associated calendar is automatically added to your **My Calendars** list.

If you do not, please follow the steps below to manually add the calendar.

Outlook for PC

- 1. In Outlook, select Calendar.
- 2. On the left hand side of the screen, under My Calendars, select the shared calendar you want to open.

✓■ My Calendars	
🗌 Calendar -	@miami.edu
🗌 Calendar - Test (Office 365 Account

If the calendar does not appear automatically, follow these steps:

1. In Calendar, click Add Calendar and then Open Shared Calendar.

C 9 6 5 7			2nd Calendar - 1	testo365@miami.edu	u - Outlook
File Home Send / Re	eceive Folder V	iew Help Acrob	at Q Tell me wł	hat you want to do	
New New New Appointment Meeting Items ~	New Skype Meeting	ams Today Next 7 Days	Day Work Week N Week	Month Schedule View	+ Calendar → Calendar →
New	Skype Meeting Teams Me	eting Go To 🗔	Arrange	۲ <u>م</u>	A From Address Book
December 201 SU MO TU WE TH	< <tr> 19 • I FR SA</tr>	 Decemb 	oer 2019 Washi	ington, D.C. 🝷	From <u>R</u> oom List
24 25 26 27 28	29 30	SUNDAY	MONDAY	TUESDAY	Create New <u>B</u> lank Calendar DAY
1 2 3 4 5 8 9 10 11 12 15 16 17 18 19 22 23 24 25 26	6 7 13 14 20 21 5 27 28	Dec 1	2	3	Open Shared Calendar Show 7 International Internationa International International International International Internati



2. Type the name of the mailbox or click **Name** to select a name from the Address Book, then click **OK**.



3. The calendar should appear under the Shared Calendars heading.

> 🔳 My Calendars
Other Calendars
🗌 Rooms
 ✓ Shared Calendars ✓ Ibis, Sebastian
> 🗌 All Group Calendars



Outlook for Mac

1. At the bottom of the navigation bar, click the calendar icon 🛅.



2. In the Home tab, click **Open Shared Calendar**.

●●● 届ち♂∉	Calendar	Q Search
Home Organize Tools		?
Appointment Meeting New Items	Day Work Week Month Calendar Permissi	ar Address Book

3. Enter the name of the person who granted you access in the **Search** box, select their name and click **Open**.





4. The shared folder will appear in the left navigation pane alongside your other calendars.

●●●					C	alendar						Q Search		
Home Organize Tools														?
Appointment Meeting New Items	Day Work We Week	ek Month	Open Share Calendar	d Calendar Permission	Find	a Contact ddress Book								
■ December 2019 ■ S M T W T F S ■		cember 8	- Decer	nber 14,	, 2019			4 Test Off	Washington, D.C.≎ 🔆 Today 41°F/31°F 🌞 39°F/34°F					Tomorrow 39°F/34°F
1 2 3 4 5 6 / 8 9 10 11 12 13 14 15 16 17 18 19 20 21	8	9	10	1	12	13	14	8	9	10	1	12	13	14
22 23 24 25 26 27 28 29 30 31 1 2 3 4														
Calendar 2nd calendar Birthdays	8 AM													
 Ibis, Sebastian Test Office 365 Account 	9 AM									Cancel H 군ஃ				
United Stars holidays	10 AM													
	11 AM													
	12 PM													
	1 PM													
	2 PM													Cancele ax 군읍
⊠ 🗮 ႙ ^Q 🗇 🕞 Items: 9	3 PM						Thi	is folder is up to	date. Co	onnected to:	isstestmbx@	miami.edu)+



- 1. In a web browser, go to <u>http://email.miami.edu</u> and sign into your University mailbox.
- 2. At the bottom of the page, select the calendar icon in to go to Calendar.





3. In the calendar navigation pane, select Add calendar.

						J			Outl	ook
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4. In the Add Calendar window that appears, click Add from directory.

Add calendar	
♀ Recommended	
🕞 Edit my calendars	Teamwork makes the
E Create blank calendar	dream work.
Add from directory	Search the People directory and see your team's availability on
💬 Subservition web	your calendal.
C Uplo om file	Add from directory
₽ Schools	
Holidays	
😵 TeamSnap	

- 5. Enter the name or email address of the mailbox who's calendar you want to add. Outlook on the web will automatically find matching entries from the University's Global Address List.
- 6. Select the appropriate contact from the dropdown list that appears.

Add calendar	Add from directory					
♀ Recommended	Select a person, group, or resource from your organization's directory to view the associated calendar.					
☐ Edit my calendars 団 Create blank calendar	ibis, seb					
☆ Add from directory ☉ Subscribe from web 다 Upload from file	Ibis, Sebastian s.ibis@miami.edu Top 3 results					



- 7. By default, the calendar will be added to the People's Calendar section. Click the dropdown to add it to a different section.
- 8. Click Add.

Add calendar	Add from directory					
♀ Recommended	Select a person, group, or resource from your organization's directory to view the associated calendar.					
 ☑ Edit my calendars ☑ Create blank calendar 	Add to					
දි Add from directory	People's calendars V					
💬 Subscribe from web	My calendars					
Linload from file	People's calendars					
	Rooms					
€ Schools	Other calendars					
A Holidays						





- 9. The calendar will be added. Once completed a message will appear at the bottom of the Add Calendar window indicating the calendar has been added.
- 10. Click the \boldsymbol{X} in the upper right corner to close the window.

Add calendar	Add from directory $ imes$
8 Recommended	Select a person, group, or resource from your organization's directory to view the associated calendar.
Edit my calendars	Enter a name or email address
🗄 Create blank calendar	Add
Add from directory	
⊖ Subscribe from web	
D Upload from file	
P Schools	
Holidays	
😢 TeamSnap	
🕸 Sports	
Ţ TV	
Looking for additional calendars? Yes No	✓ Added Ibis, Sebastian's calendar. ×

11. The calendar will appear in the **People's calendars** section or the other calendar section you selected.





How to Remove Access to a Departmental Calendar

The recommended method of modifying access to a departmental calendar is using Outlook on the Web.

You will need full access to the mailbox to share the calendar. If you do not have full access to the mailbox, please contact the IT help desk to confirm your access. They can be reached at 305-284-6565 or help@miami.edu.

- 1. In a web browser, go to <u>http://email.miami.edu</u> and sign into your University mailbox.
- 2. Click your picture/avatar in the upper right-hand corner and select **Open another mailbox...**.





- 3. Type in the name of the mailbox and press the Enter key.
- 4. The name should resolve. If it does not, select the appropriate mailbox from the dropdown list that appears. Click **Open**.

Open another mailbox	×
Ор	en Cancel

- 5. The mailbox will appear in a new window or tab.
- 6. At the bottom of the page, select **the calendar icon** in to go to Calendar.

\sim	Folders
A	Inbox
0	Drafts 2
⊳	Sent Items
>	Deleted Items
\otimes	Jun Email
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- 7. The calendar will appear. In the calendar list that appears, right click on the calendar you would like to share.
- 8. Click **Sharing and permissions** from the list that appears.



- 9. A list of the users with access to the calendar will appear. Click the **trash can** to the far right of the user you would like to remove
- 10. Click the X in the upper right corner when done.

Sharing and permissions	×
Calendar	
Send a sharing invitation in email. You can a settings any time.	choose how much access to allow and change access
Enter an email address or contact name	Share
Inside your organization	
😚 People in my organization	Can view when I'm busy 🗸 🗸
Test Office 365 Account testo365@miami.edu	Can view all details 🗸 🕅



How to Remove a Shared Departmental Calendar

Outlook for PC

- 1. In Outlook, go to **Calendar**, and then right click the calendar under "Shared Calendars" you want to remove.
- 2. Click **Delete Calendar** in the dropdown list that appears.
- 3. The calendar will then remove itself from Outlook.





Outlook for Mac

- In Outlook, go to Calendar, and then right click the calendar you want to remove.
 Click Remove in the dropdown list that appears.

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					Remove						
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									12 PM		



- 1. In a web browser, go to <u>http://email.miami.edu</u> and sign into your University mailbox.
- 2. At the bottom of the page, select the calendar icon in to go to Calendar.





3. In the calendar navigation pane, right click on the calendar you wish to remove or click the 3 dots to the right of it and click **Remove**.



- 4. In the Delete calendar window that appears, click **Delete**.
- 5. The calendar will then remove itself from the calendar pane.

