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.

Outlook on the Web

1. In a web browser, go to http://email.miami.edu 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**.

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

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.
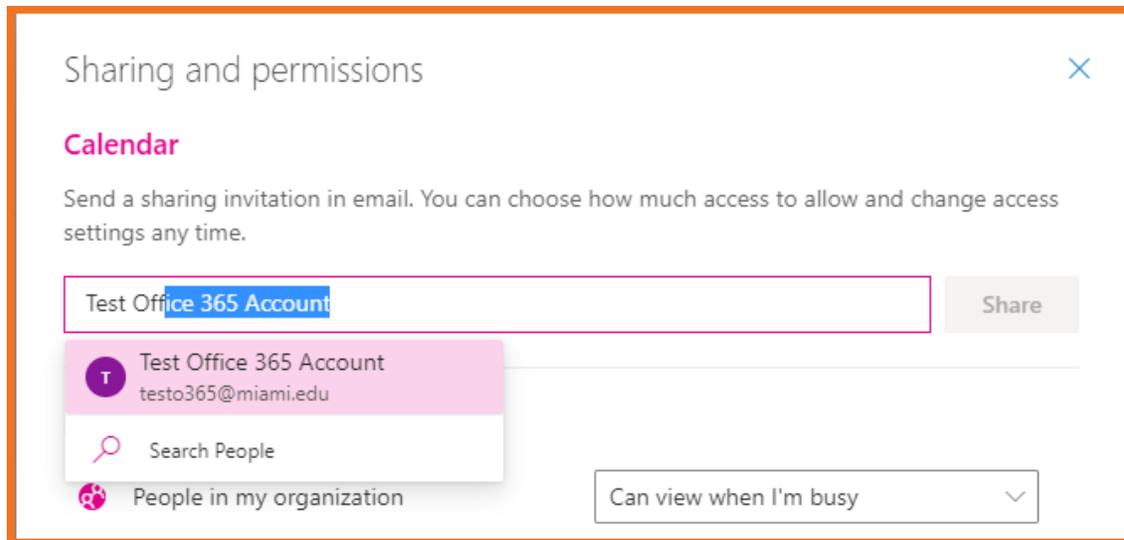
11. After you add the individuals, select their level of access from the dropdown list to the right of their name.
    a. **Can view when I'm busy** lets the person see when you are busy but does not include details such as the event location.
    b. **Can view titles and locations** lets the person 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.
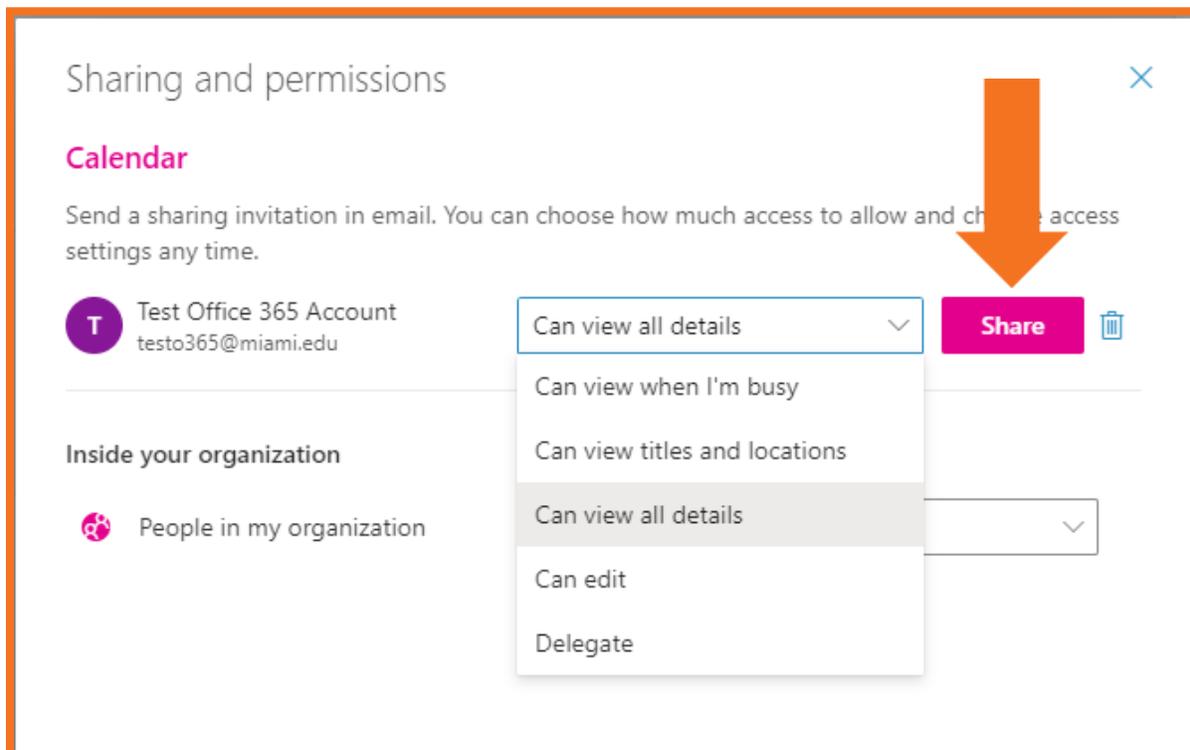
How to Open a Shared Departmental Calendar

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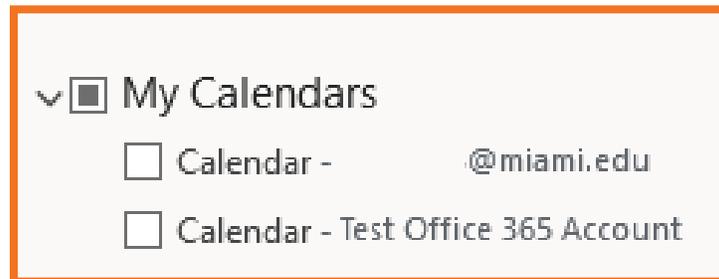
If the calendar does not appear automatically, follow these steps:

1. In Calendar, click **Add Calendar** and then **Open Shared Calendar**.
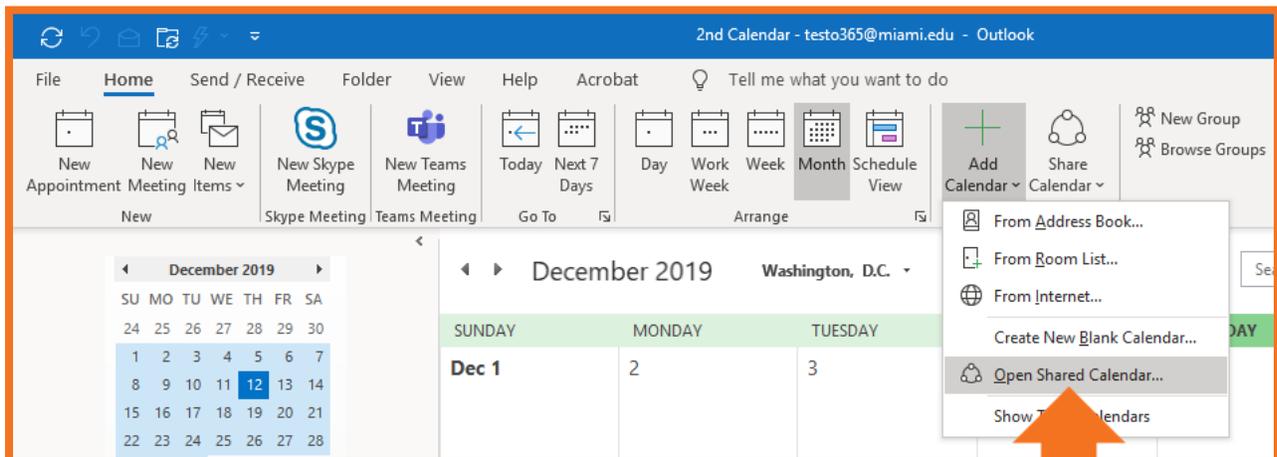
2. Type the name of the mailbox or click **Name** to select a name from the Address Book, then click **OK**.
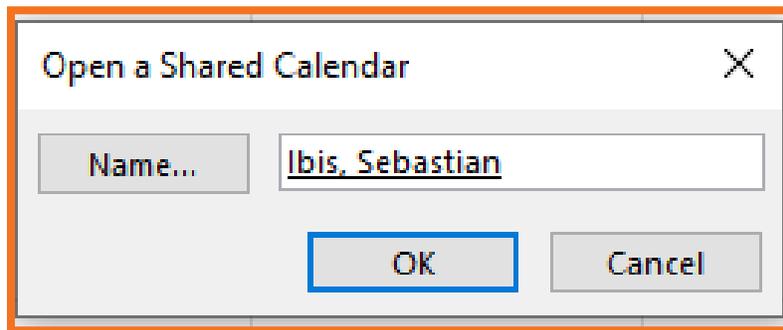
3. The calendar should appear under the **Shared Calendars** heading.
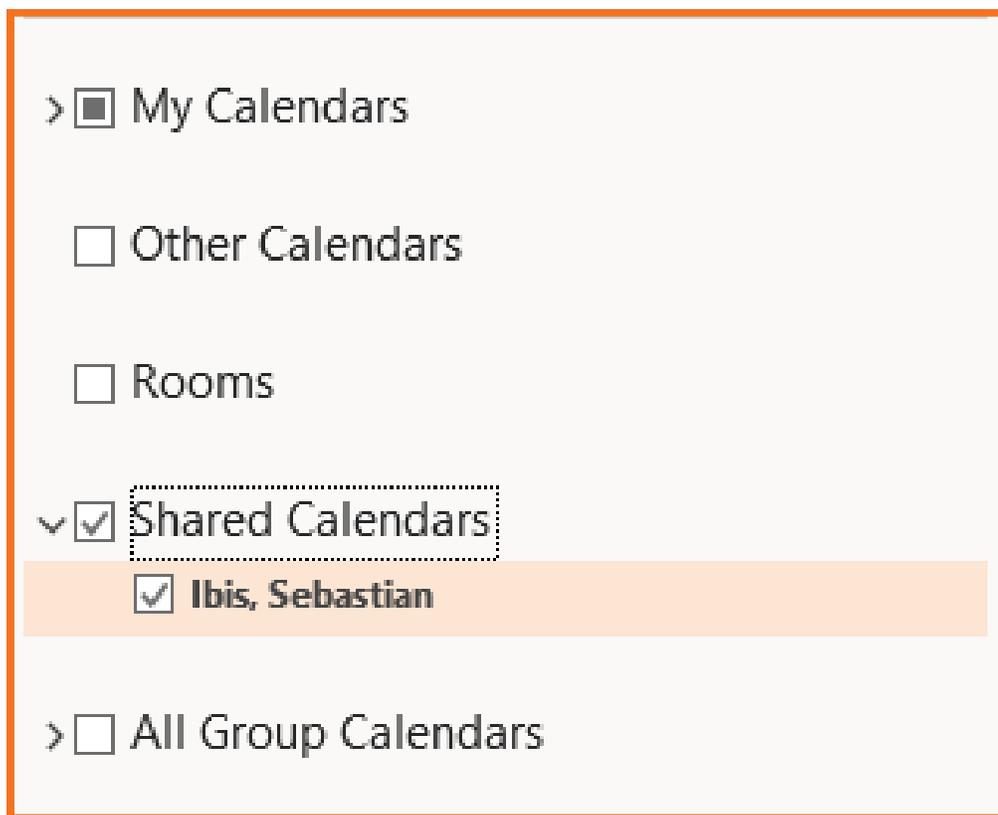
1. At the bottom of the navigation bar, click the **calendar icon** 📅 .
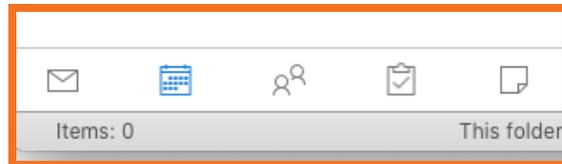
2. In the Home tab, click **Open Shared Calendar**.
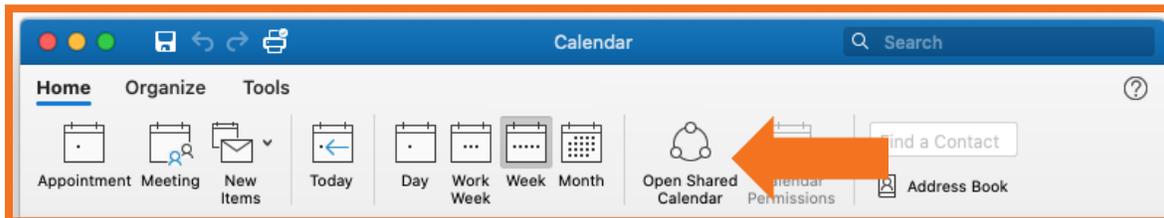
3. Enter the name of the person who granted you access in the **Search** box, select their name and click **Open**.
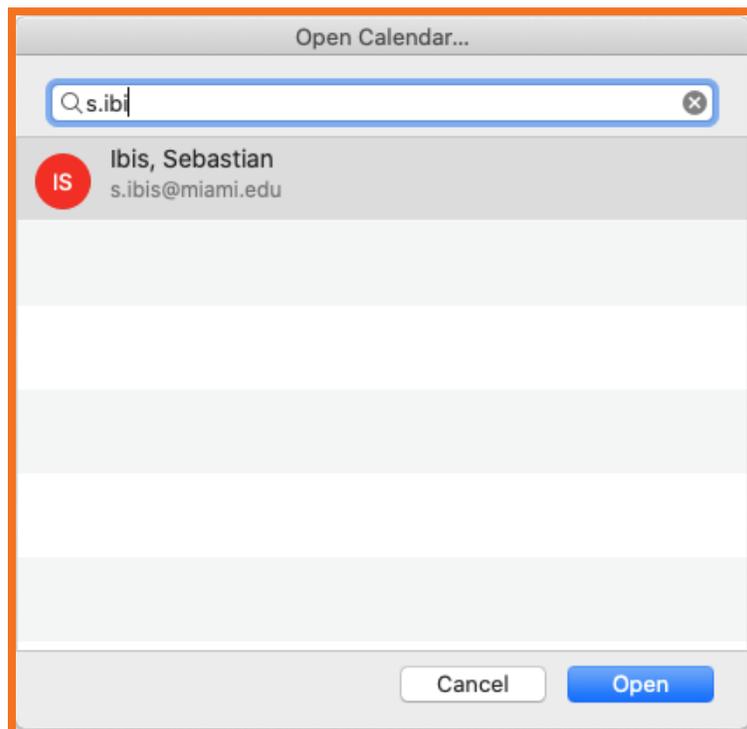
4. The shared folder will appear in the left navigation pane alongside your other calendars.
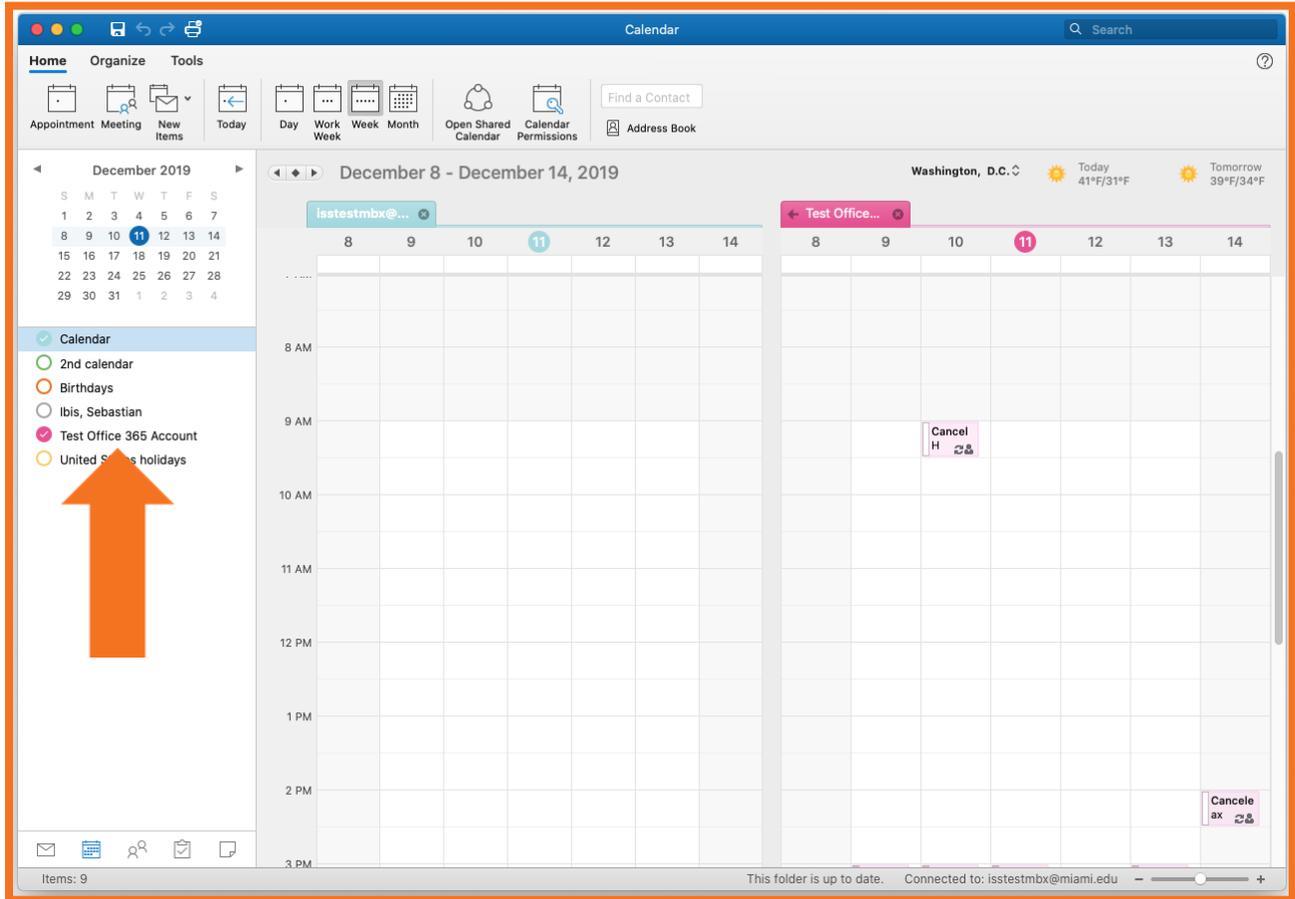
Outlook on the Web

1. In a web browser, go to http://email.miami.edu and sign into your University mailbox.
2. At the bottom of the page, select **the calendar icon** 🗓 to go to Calendar.
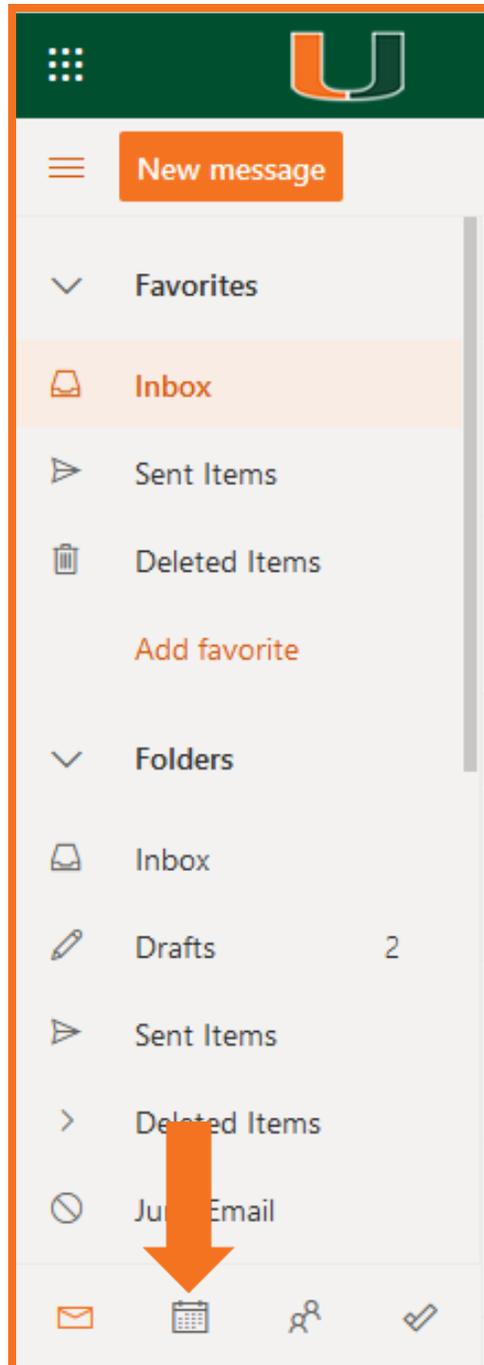
3. In the calendar navigation pane, select **Add calendar**.
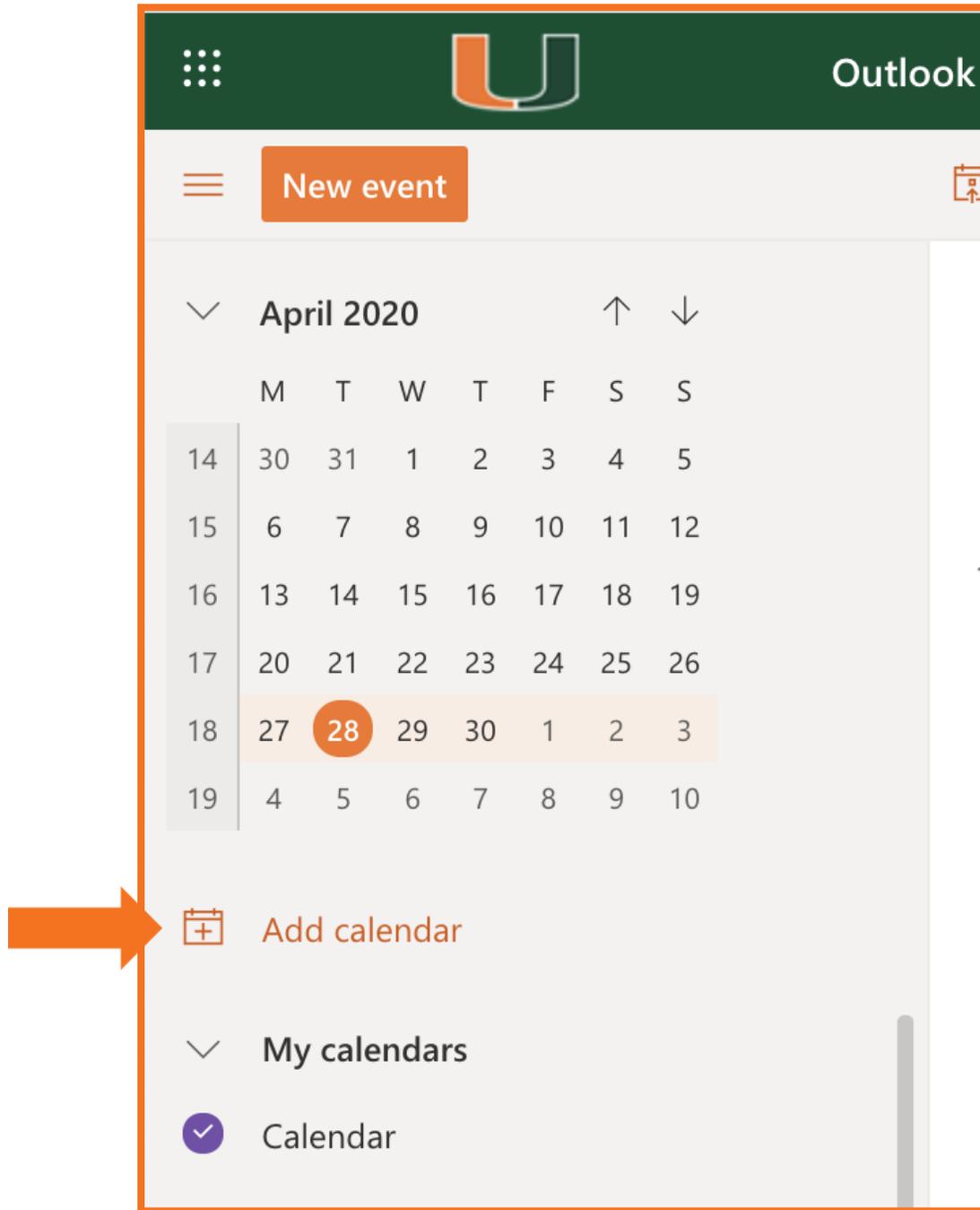
4. In the Add Calendar window that appears, click **Add from directory.**
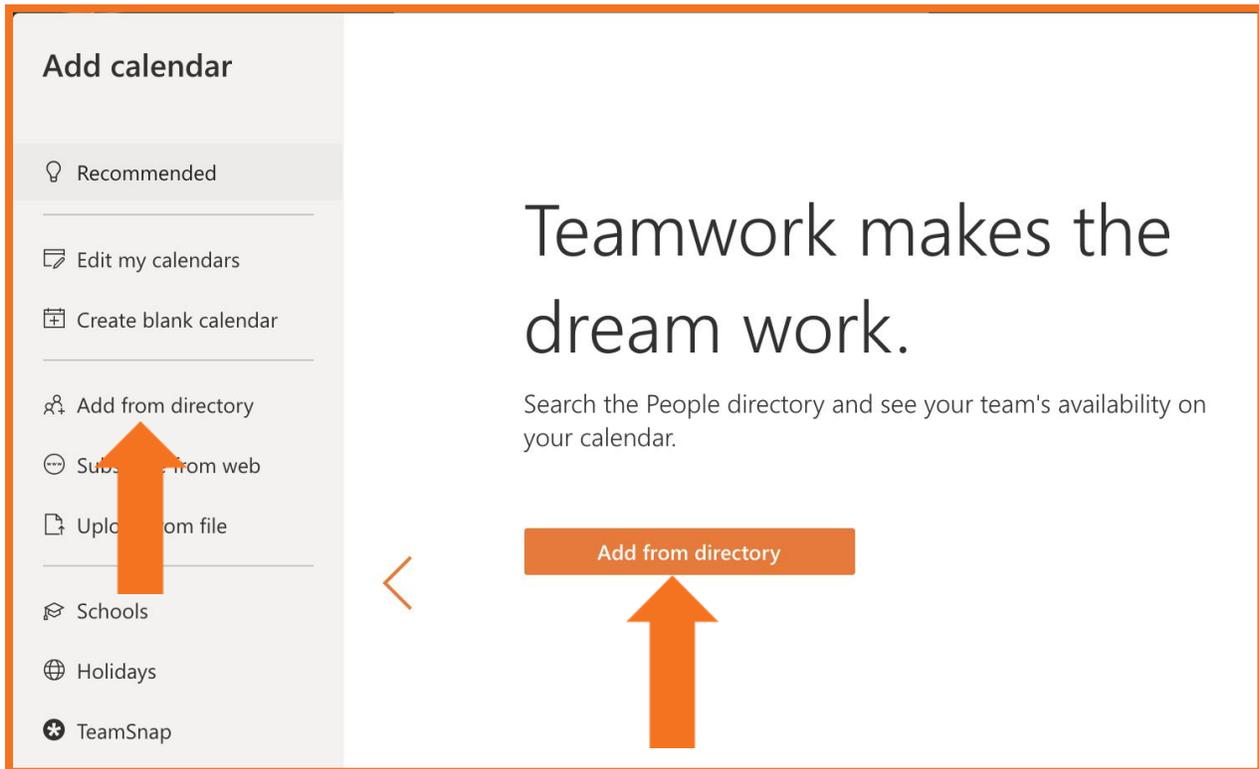
5. Enter the name or email address of the mailbox who's calendar you want to add. Outlook on the web will automatically find matching entries from the University's Global Address List.
6. Select the appropriate contact from the dropdown list that appears.
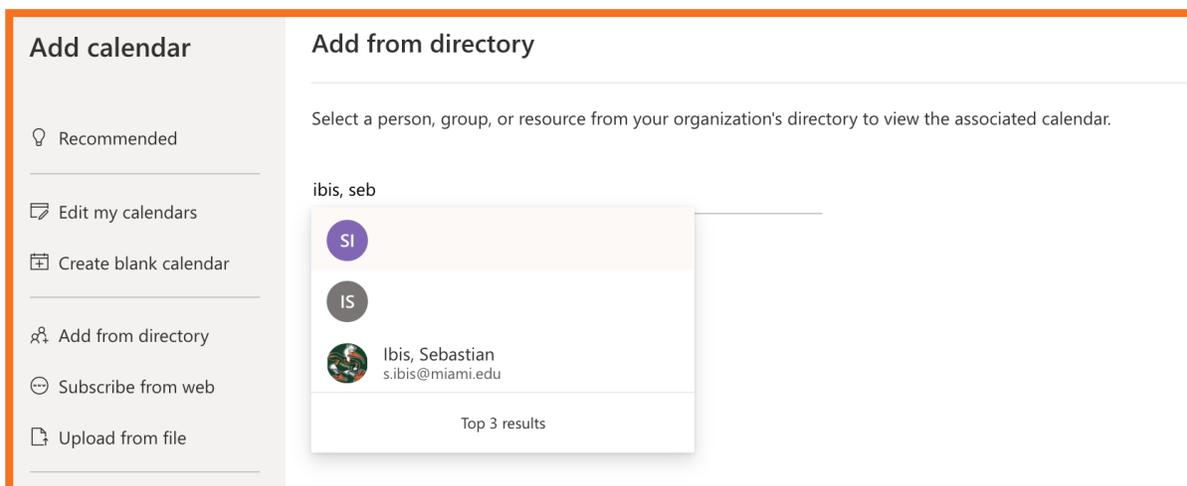
7. By default, the calendar will be added to the People's Calendar section. Click the dropdown to add it to a different section.
8. Click **Add**.

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 **X** in the upper right corner to close the window.
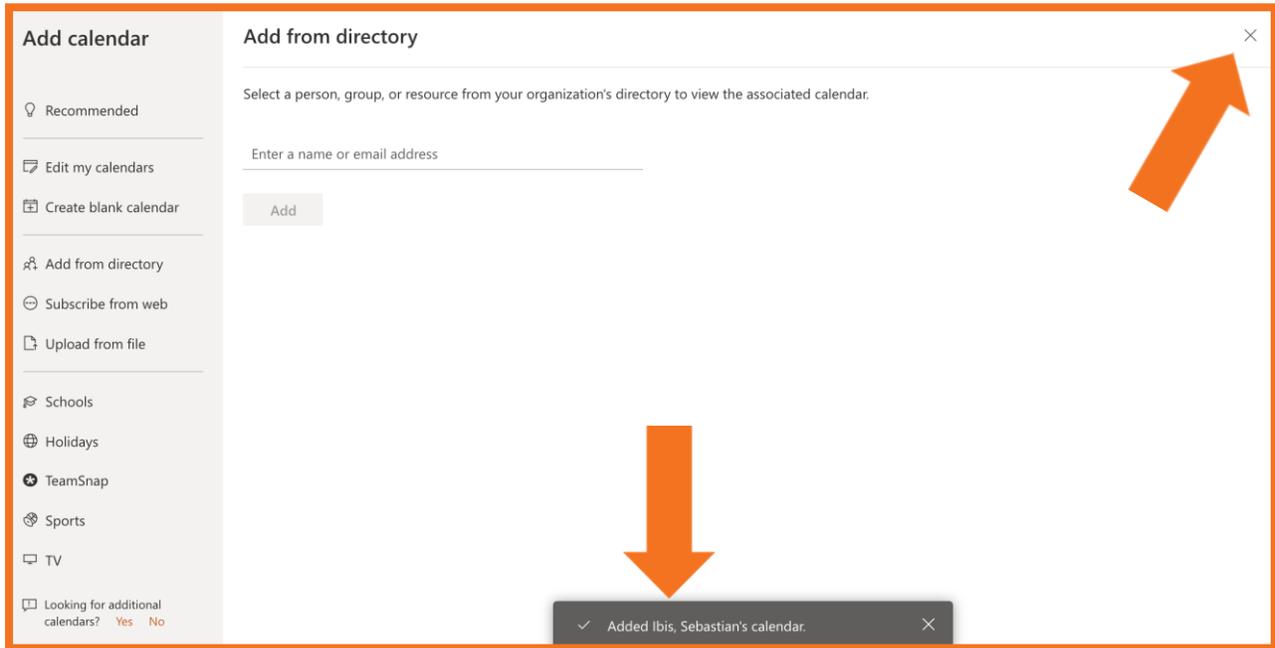
11. The calendar will appear in the **People's calendars** section or the other calendar section you selected.
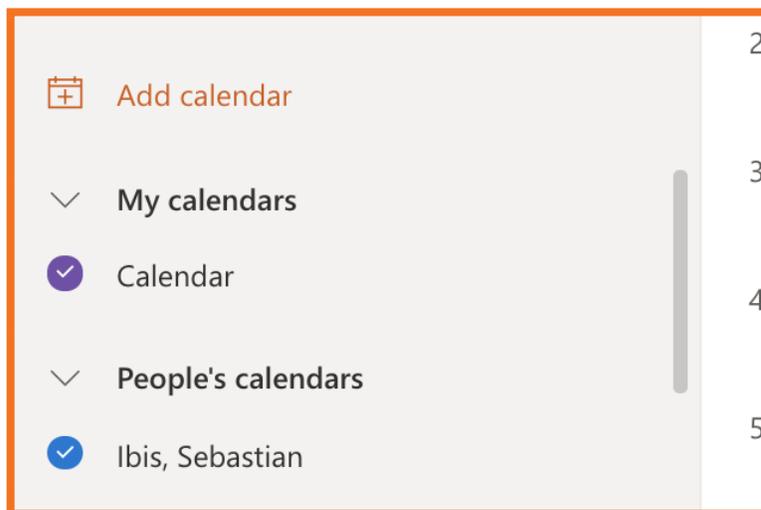
How to Remove Access to a Departmental Calendar

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

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4. The name should resolve. If it does not, select the appropriate mailbox from the dropdown list that appears. Click **Open**.

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

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.
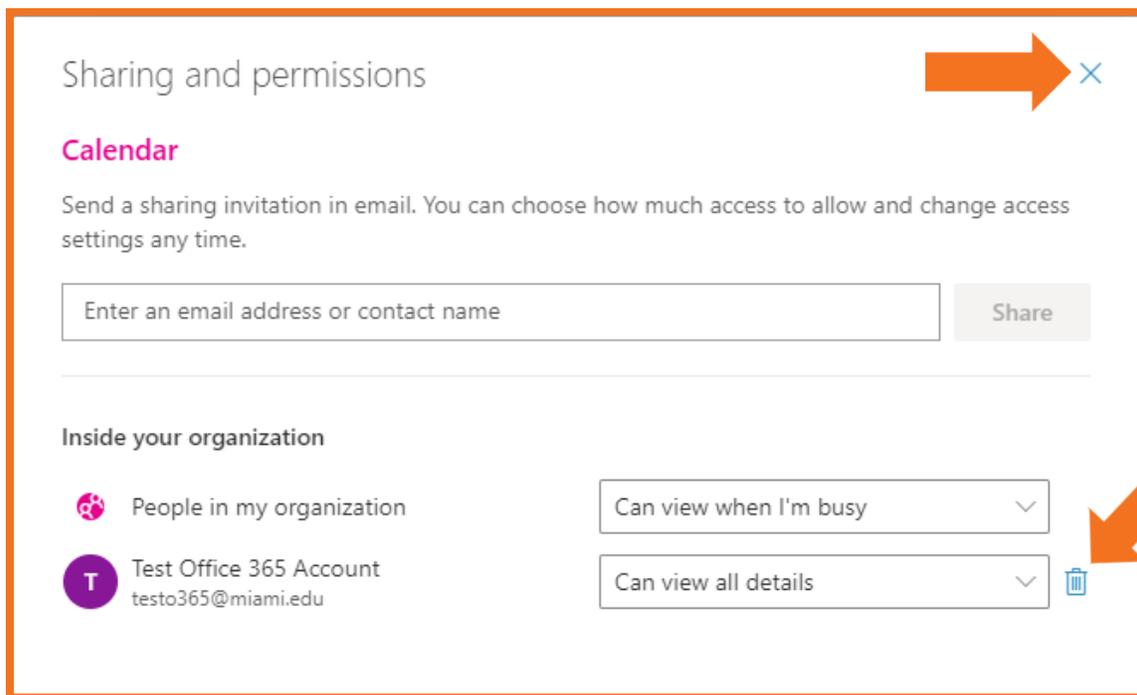
How to Remove a Shared Departmental Calendar

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.
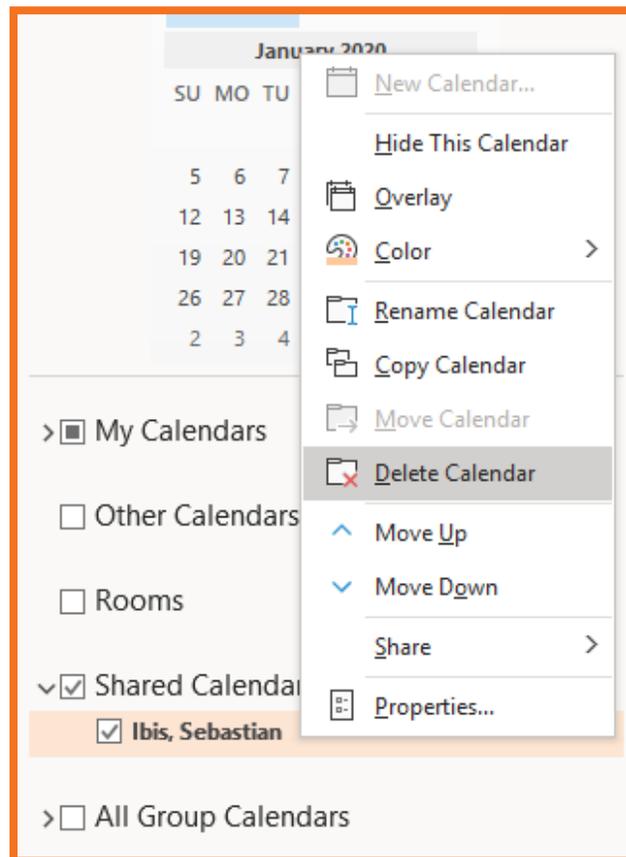
Outlook for Mac

1. In Outlook, go to **Calendar**, and then right click the calendar you want to remove.
2. Click **Remove** in the dropdown list that appears.
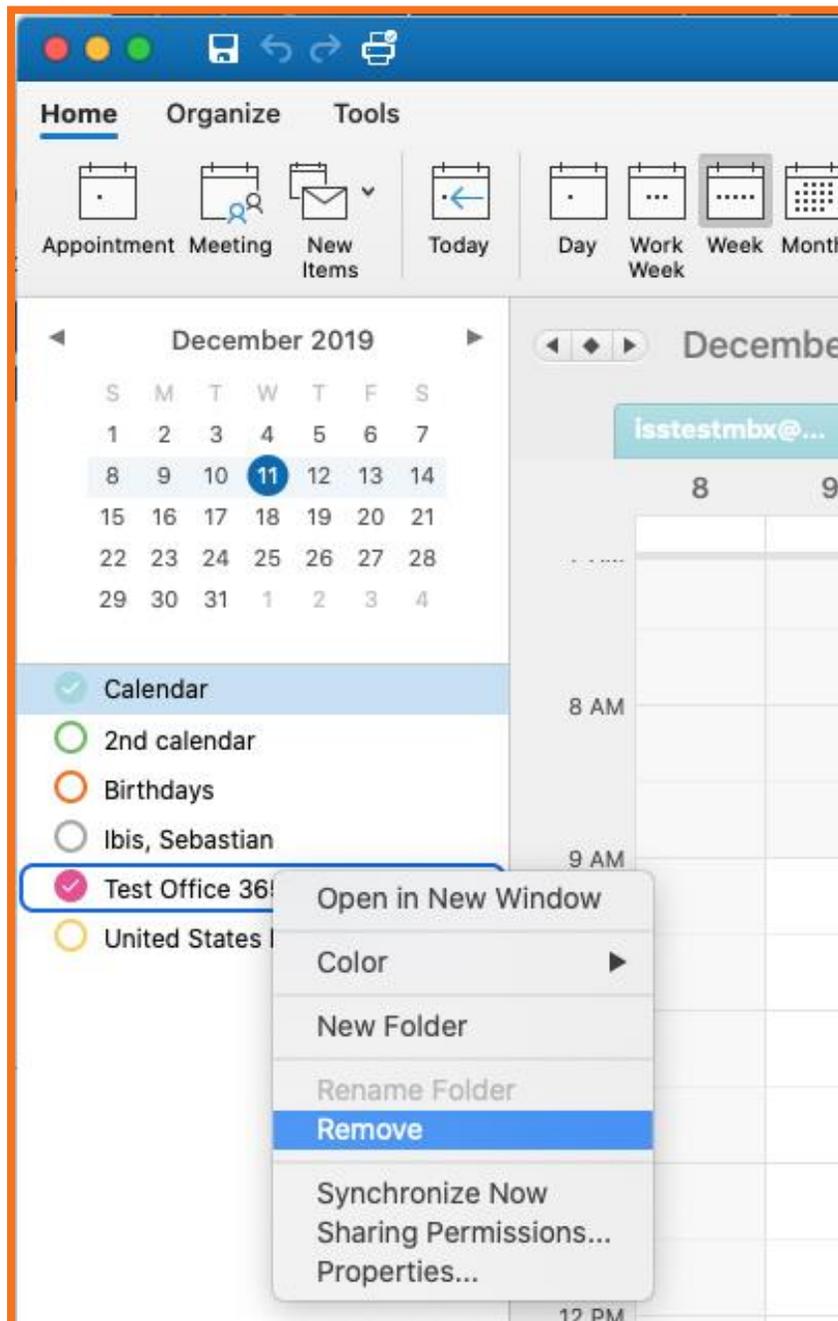
Outlook on the Web

1. In a web browser, go to http://email.miami.edu and sign into your University mailbox.
2. At the bottom of the page, select **the calendar icon** 📅 to go to Calendar.
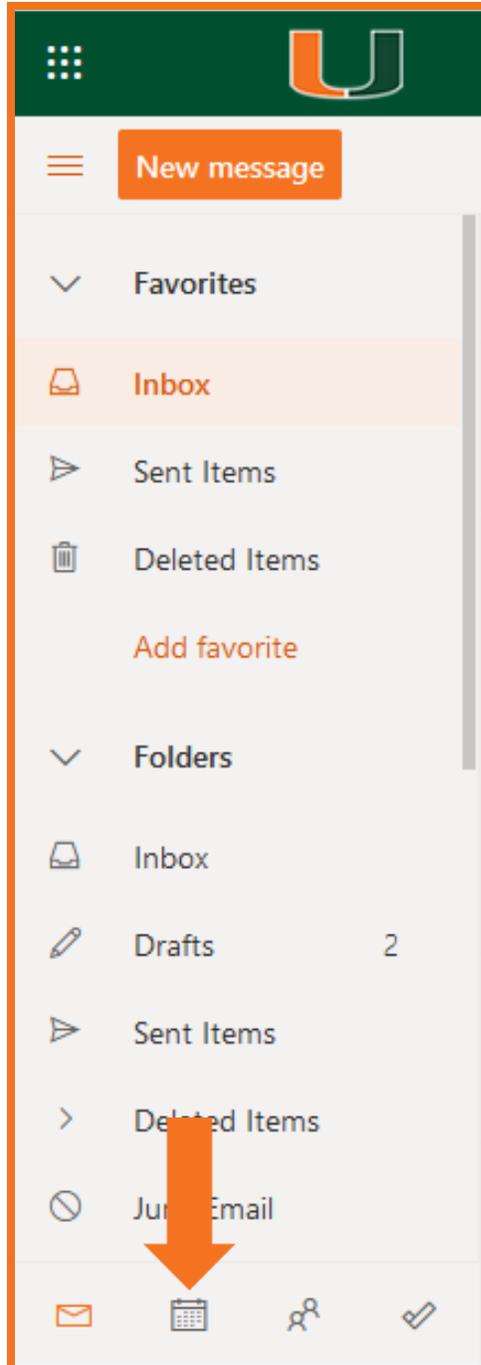
3. In the calendar navigation pane, right click on the calendar you wish to remove or click the 3 dots to the right of it and click **Remove**.
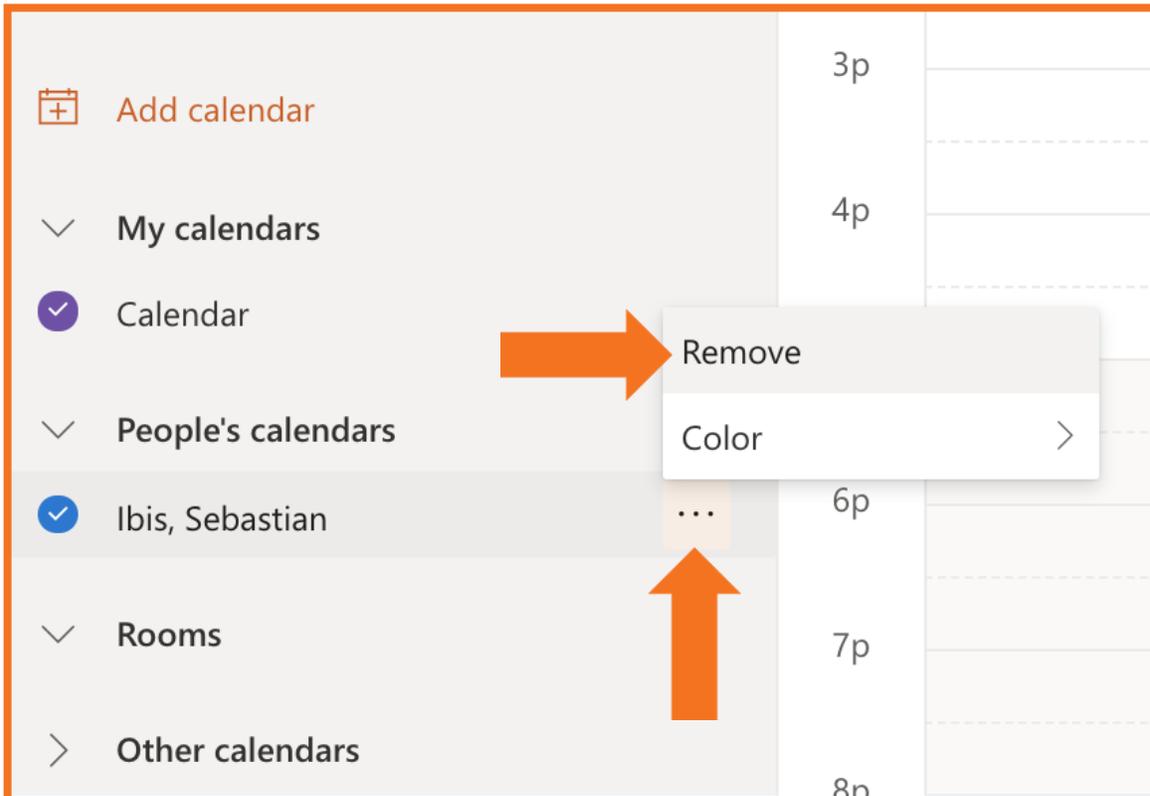
4. In the Delete calendar window that appears, click **Delete**.
5. The calendar will then remove itself from the calendar pane.