

Microsoft Outlook 2013: Working with Shared Calendars

One of the benefits of Outlook is the ability to share Calendars with others. Calendars can be shared to provide access for others to view but not make changes. Access can also be provided for others to make appointments on your Calendar, which is based on permissions established with appropriate department personnel.

General Etiquette Tips

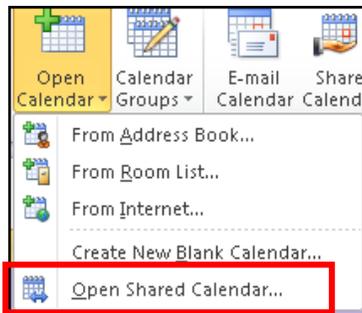
The following etiquette tips are recommended when you are scheduling a Meeting or Appointment on someone else's Calendar. Individual departments may also have guidelines for creating these on someone else's Calendar.

- Set the Appointment time as tentative in order to provide the Calendar owner the opportunity to decide whether or not to make the time official.
- Use the Appointment dialog box and include a brief note about the Appointment in the body of the message. Including contact information as part of this note may be appropriate if the Calendar owner needs to contact you before the meeting.

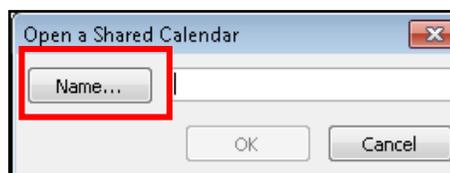
Opening a Shared Calendar

Once a person has set permissions, you can open their shared calendar and view it from your **Other Calendars** list.

1. Click on **Calendar**, found on the bottom navigation bar.
2. On the **Home** tab, in the **Manage Calendars** grouping, under the **Open Calendar**, click on **Open Shared Calendar**.



3. In the **Name** text box, type the username of the person who's Calendar you would like to view or to select the name from the campus directory, click **Name** to locate the person. Click **OK**



4. The person's name appears under Other's Calendars. A user's Calendar is selected if a checkmark appears. If you do not have permission to view the selected user's Calendar, a dialog box will appear telling you so.
5. To request permission from the user,
 - a. Click **Yes**
 - b. In the request window which appears, verify that **Request permission to view recipient's Calendar** is selected. The option is selected if a checkmark is displayed.
 - c. Complete the body of the message and click **Send**. The request is sent.
6. Repeat steps 2-6 for each member of your department who is sharing a Calendar

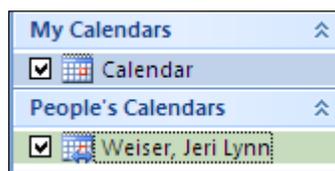
Viewing Shared Calendars

You can view shared calendars in one of two ways: side-by-side or overlaid.

Viewing Shared Calendars: Side by Side Option

Viewing shared calendars side by side simply splits your reading pane into equal divisions based on the number of calendars you are viewing. Calendars in this mode are aligned next to each other, stretching vertically.

1. From the Navigation pane, click **Calendar**. The Calendar view appears.
2. In the Navigation pane, under People's Calendars, select the Calendar of the person you would like to view
 The calendars are displayed side by side.
 A user's Calendar is selected if a checkmark appears.
 You may display as many Calendars as desired by selecting or deselecting them.
 Screen size and resolution will determine readability.



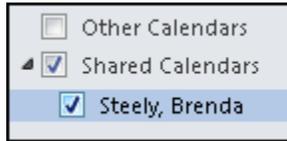
3. When finished viewing a Shared Calendar, to close the display of that Calendar, deselect it on the People's Calendar list.

Viewing Shared Calendars: Overlay Option

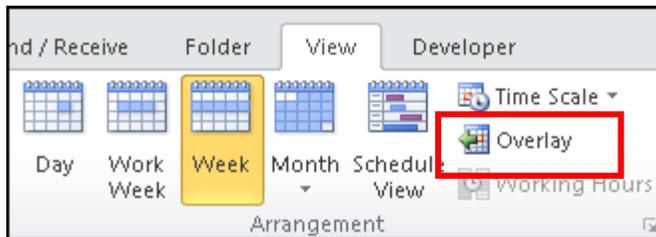
Overlay mode allows you to see how another person's calendar lines up with your own. This can be especially helpful if you need to find a time to quickly plan something along with one or more other people.

1. From the Navigation pane, click **Calendar**. The Calendar view appears.

2. In the Navigation pane, under **Other's Calendars**, select the Calendar of the person you would like to view
The calendars are displayed side by side.
A user's Calendar is selected if a checkmark appears.
You may display as many Calendars as desired by selecting or deselecting them.
Screen size and resolution will determine readability.



From the **View** tab, click on **Overlay**



3. To return to the side by side view, click on **Overlay**.
4. When finished viewing a Shared Calendar, to close the display of that Calendar, deselect it on the **Other's Calendar** list

Removing a Shared Calendar

You can easily remove shared calendars from your **Other's Calendars** list. To do so use the following steps:

1. In the Navigation Pane, under Other's Calendars, right click the person's Calendar you want to remove, select **Delete (username)**