

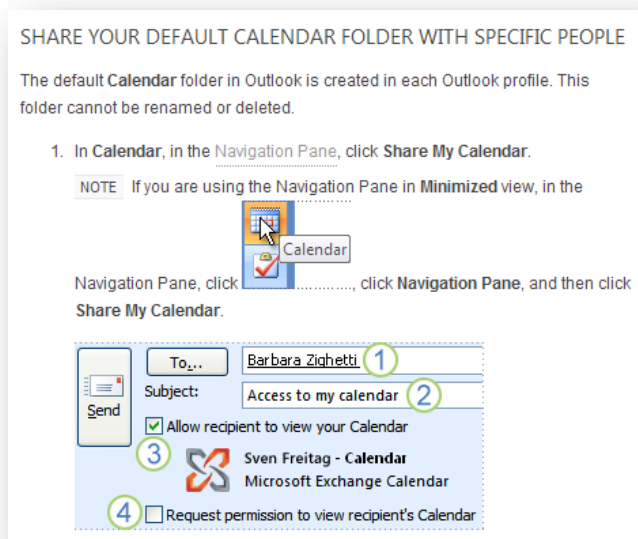
SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

SHARING YOUR CALENDAR

Purpose

To know how to share your own calendar with someone else. **Please note that this process must be done in the full client version of Outlook; it will not work in the web version.**

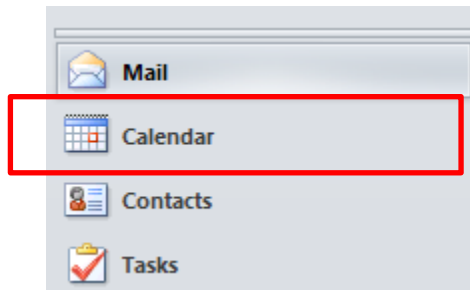
If you are using Outlook 2007, please follow this Tech Tip from the Microsoft website:
<http://office.microsoft.com/en-us/outlook-help/share-your-calendar-information-HA001230249.aspx>

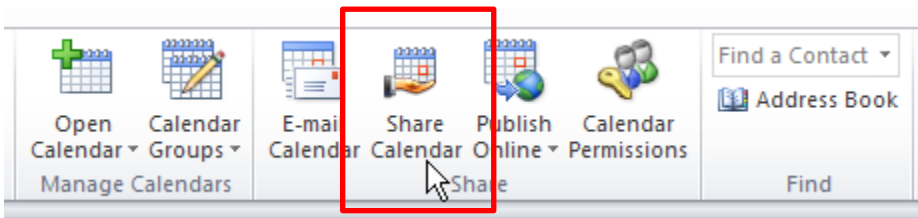


Procedure

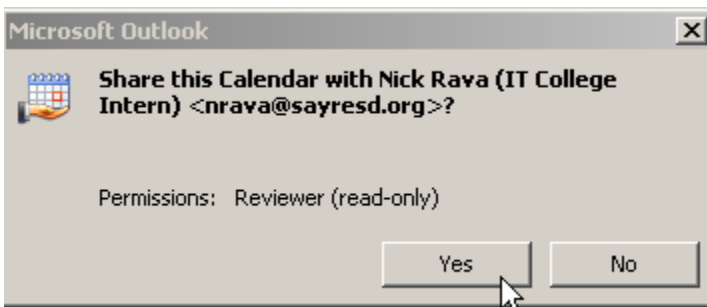
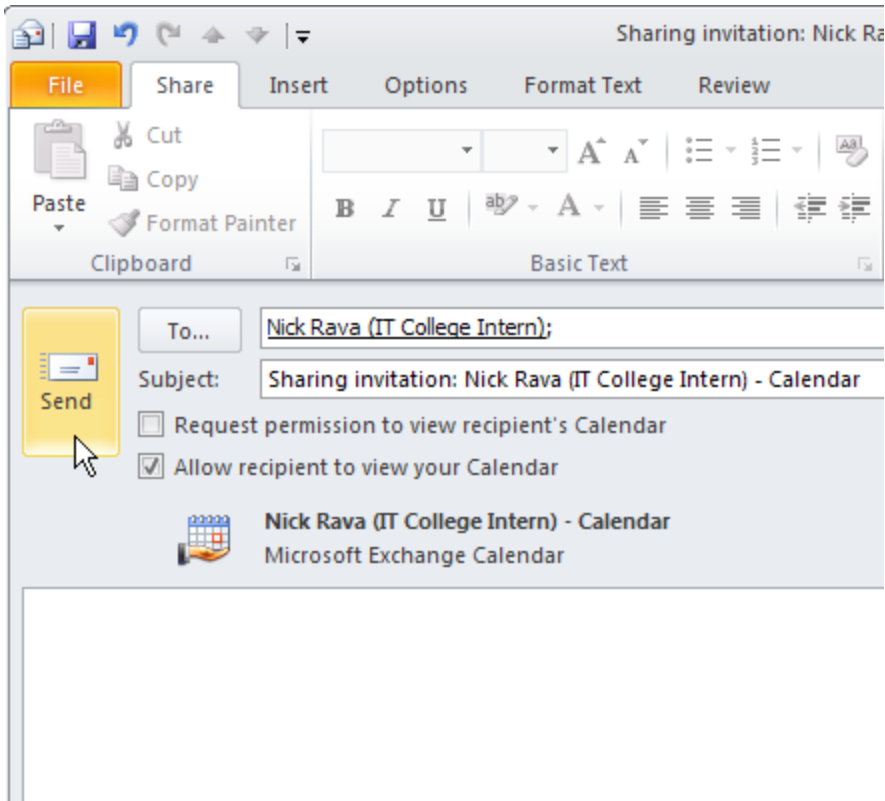
Startup MS Outlook 2010 on your PC.

Click on the Calendar icon under Mail



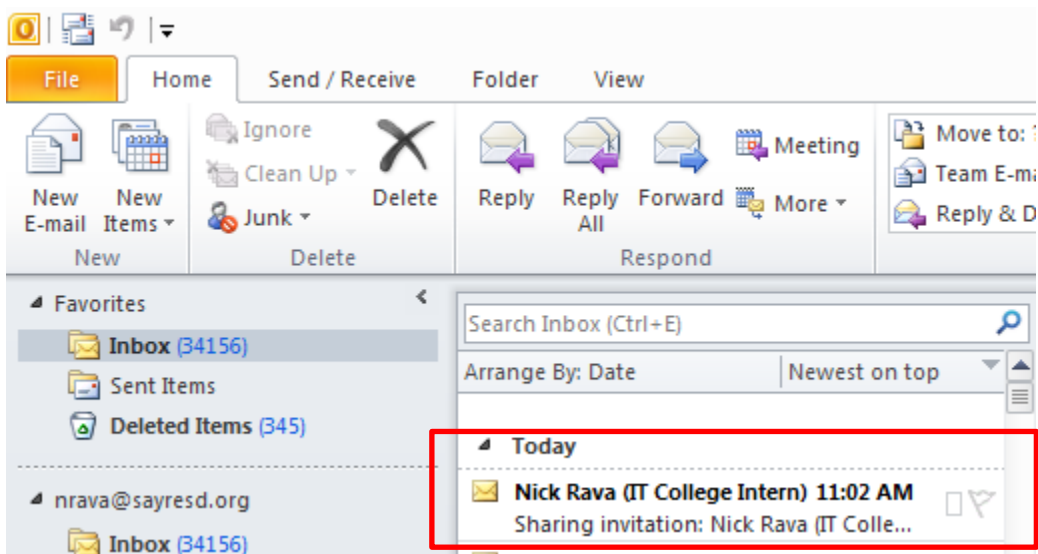


Enter the email addresses and send



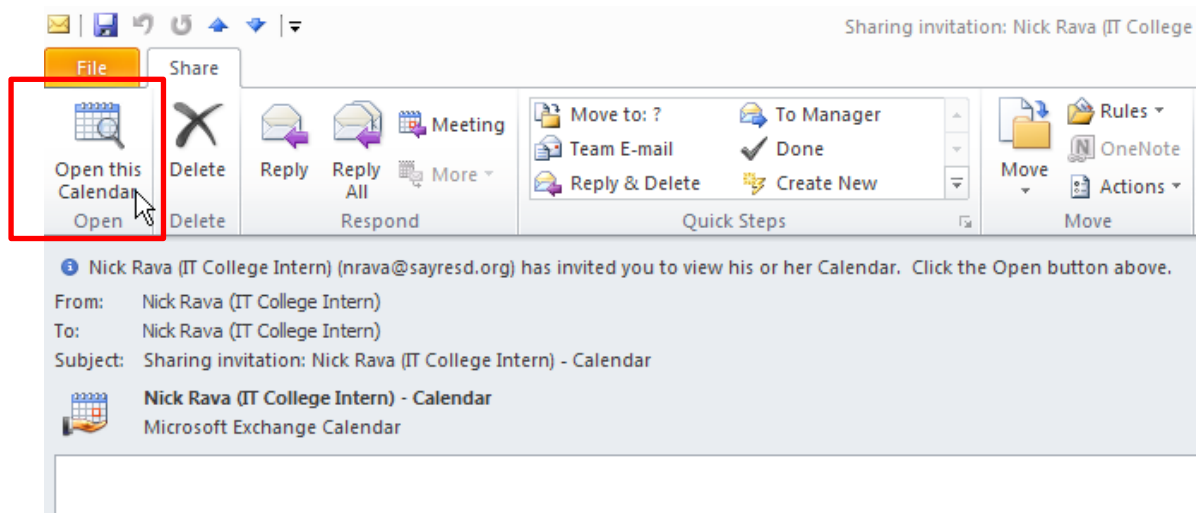
Select Yes unless you do not want the recipient to have a read-only view. Selecting No will cause the message to not be sent.

If you select Yes, the recipient will see something similar to the following:



Open the email message to full screen

See the Open this Calendar icon



The recipient is now able to view your calendar.

Calendar - n.rava@sayresd.org - Microsoft Outlook

File Home Send / Receive Folder View

New Appointment Meeting Items

Today Next 7 Days

Day Work Week Week Month Schedule View

Open Calendar Calendar Groups Manage Calendars

E-mail Calendar Calendar Share

Publish Online Calendar Permissions

Find a Contact Address Book

Find

October 2010

Su Mo Tu We Th Fr Sa

26 27 28 29 30 1 2

3 4 5 6 7 8 9

10 11 12 13 14 15 16

17 18 19 20 21 22 23

24 25 26 27 28 29 30

31 1 2 3 4 5 6

My Calendars

Calendar

Shared Calendars

Nick Rava (IT College Intern)

October 21, 2010

Search Calendar (Ctrl+E)

Calendar	21 Thursday	Nick Rava (IT College Intern)	21 Thursday
8 am	Empty Air Conditioning Bucket - Morni Check Security Cameras; Desk; Tad Dav	Empty Air Conditioning Bucket - Mornin Check Security Cameras; Desk; Tad Davis	
9:00	Web Class - Erica Iversion, Maria Douglas, Nathan Ennis - 2nd Period EVERY DAY HS Technology Office (2nd Period); Rick Rava (Staff - Director of Information Technol	Web Class - Erica Iversion, Maria Douglas, Nathan Ennis - 2nd Period EVERY DAY HS Technology Office (2nd Period); Rick Rava (Staff - Director of Information Technology	
10:00	Web Class - 4th Period EVERY DAY Tech Office; Rick Rava (Staff - Director of Information Technology)	Web Class - 4th Period EVERY DAY Tech Office; Rick Rava (Staff - Director of Information Technology)	
11:00	this is a test	this is a test	
12 pm			
1:00			
2:00			
3:00	Empty Air Conditioner - End of Day HS Data Center Rick Rava (Staff - Director of Information Technology)	Empty Air Conditioner - End of Day HS Data Center Rick Rava (Staff - Director of Information Technology)	