

SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

SHARING A CALENDAR WITH A GROUP

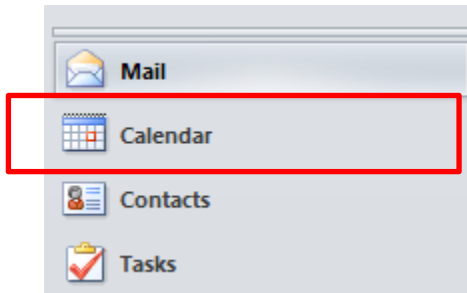
Purpose

To know how to set up a shared calendar.

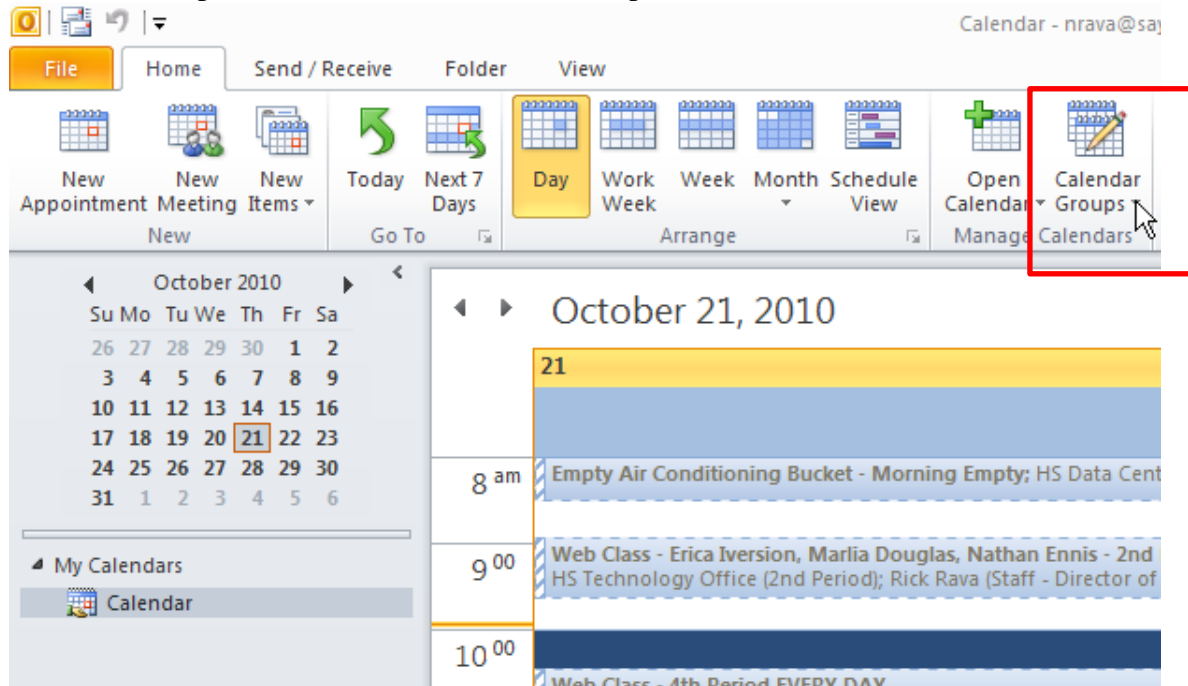
Procedures

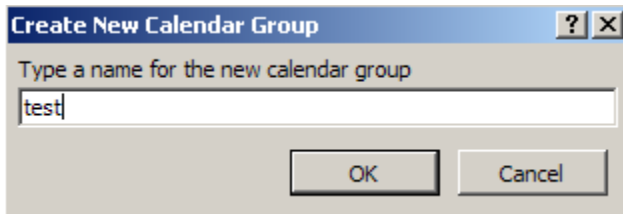
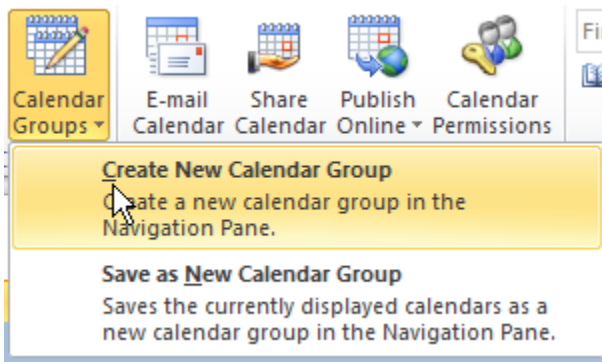
Startup MS Outlook 2010 on your PC.

Click on the Calendar icon under Mail

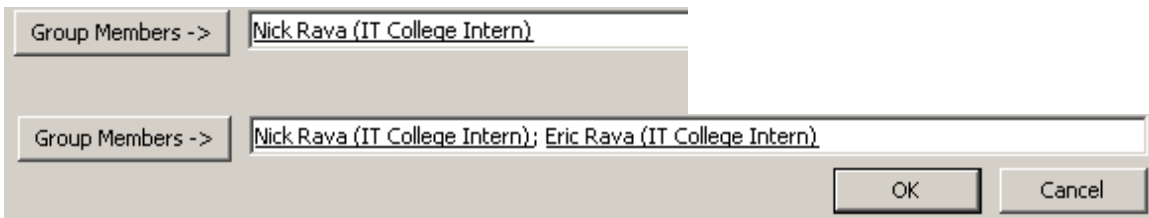
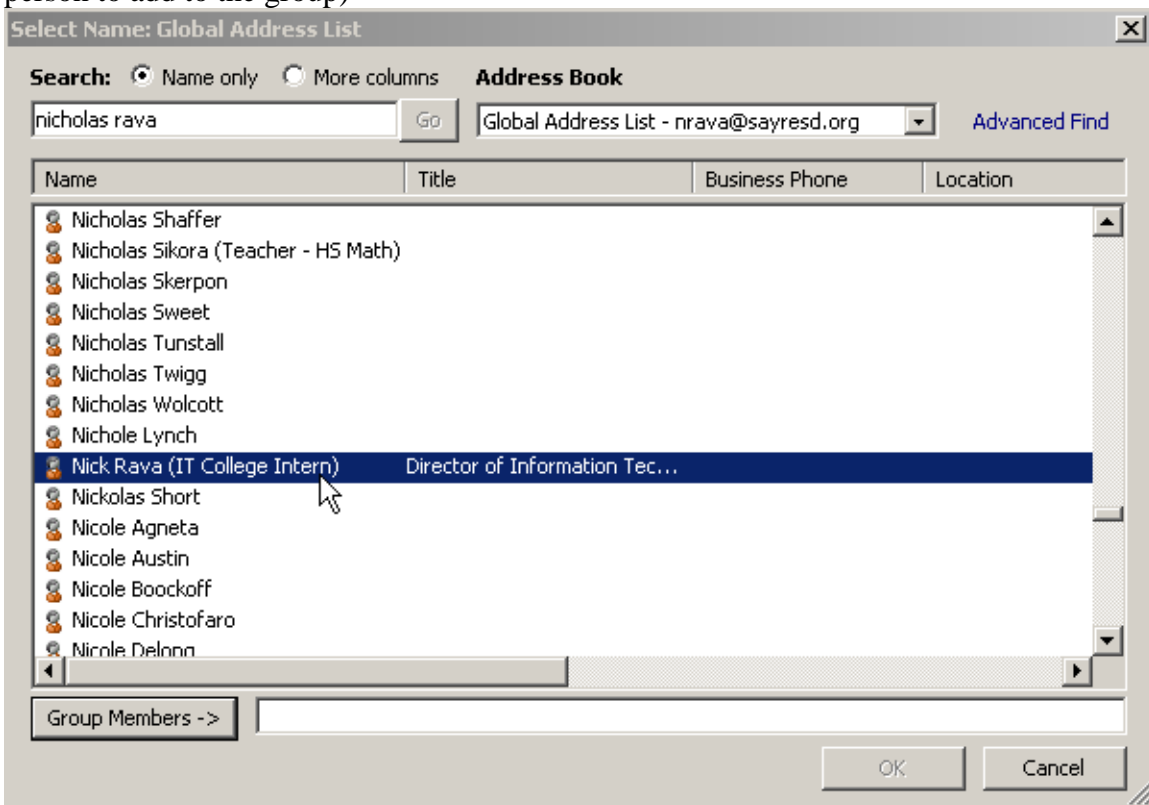


Calendar Groups → Create a New Calendar Group

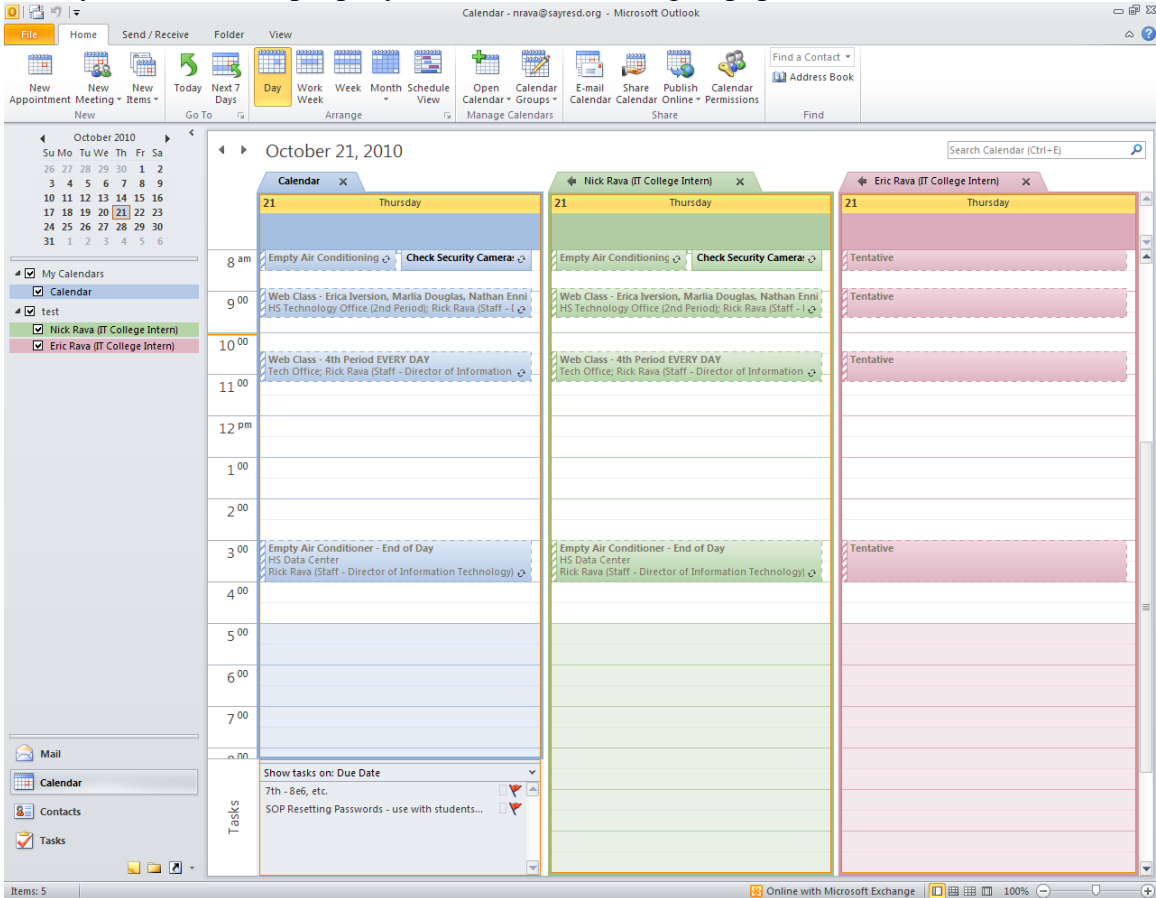




Enter the names of people you want in the group (double click or press enter on the selected person to add to the group)

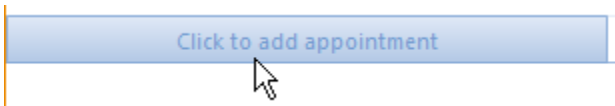


Once you have all the people you want listed in the group, press OK

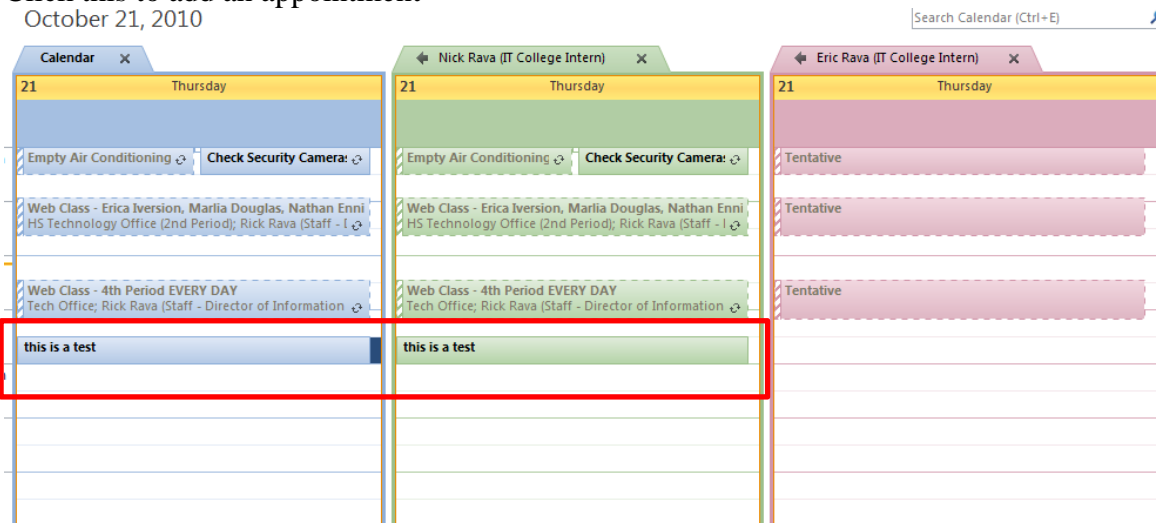


Notice that the calendar for each person (Nick Rava and Eric Rava) is visible as well as the shared calendar (in blue).

To add an event in the shared calendar, simply go to a free spot in the calendar, move your cursor over the area and see

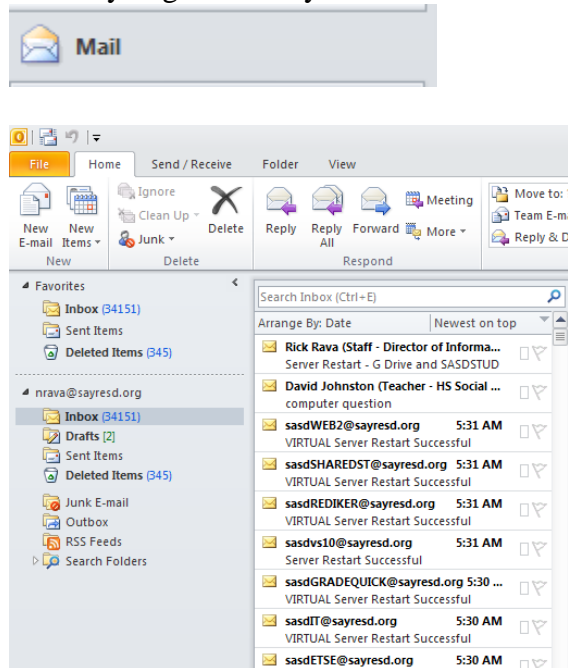


Click this to add an appointment

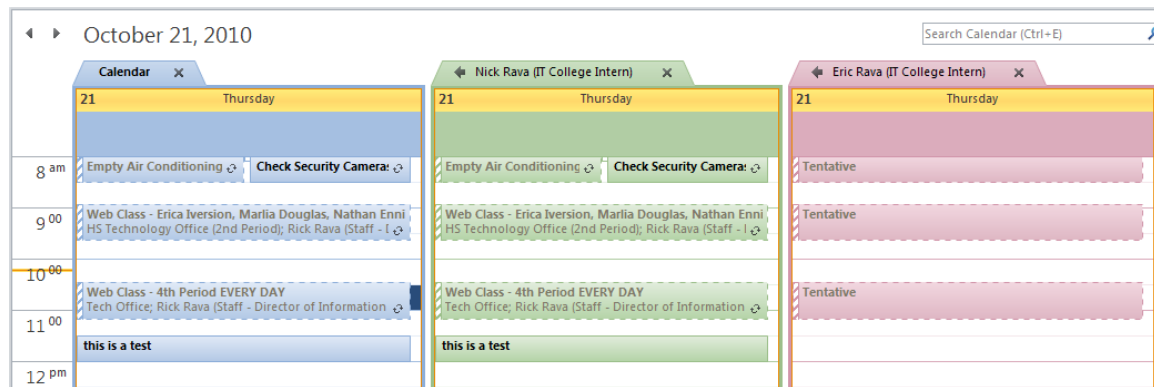
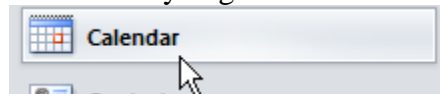


Notice that this adds an appointment under the creator of the appointment (Nick Rava) as well as the shared calendar (blue) but it does not add the event to the other group member (Eric Rava).

Now if you go back to your Mail

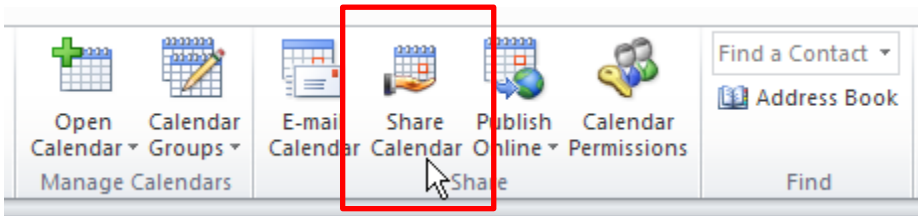


And then if you go back to the Calendar

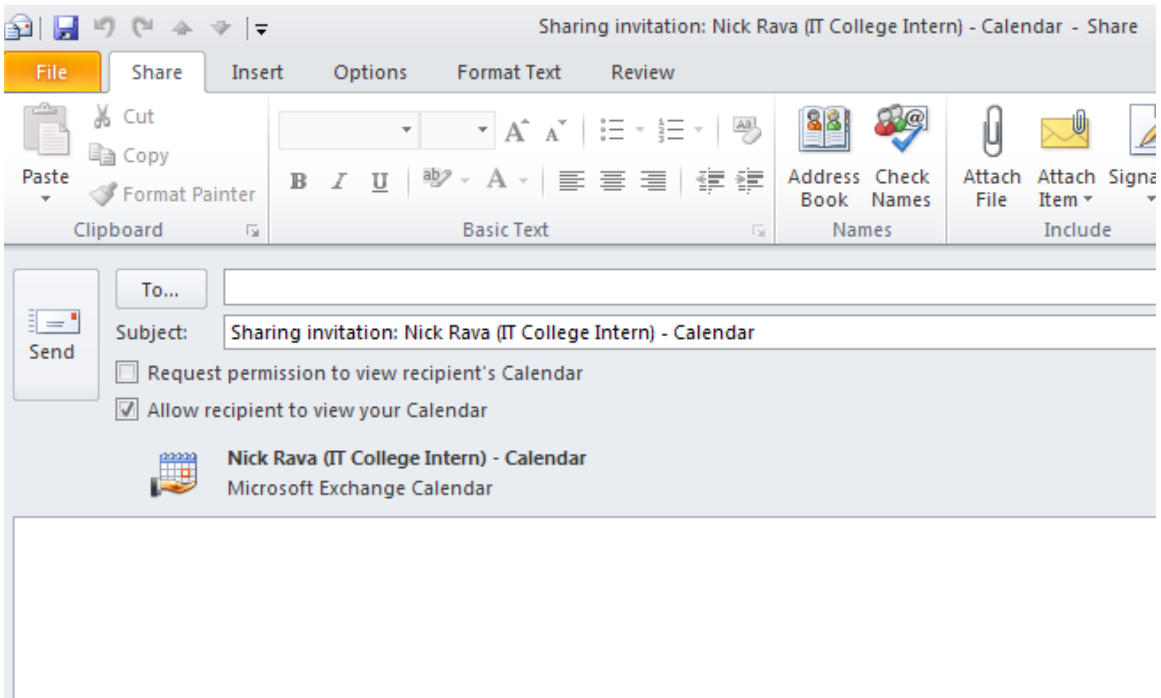


You will continue to have the shared calendar.

If you would like to share this calendar with other people who do not belong to this calendar group, click on



Enter the email addresses and send



If you would like to delete a calendar group, right click on the name of the group (in this case, the name is *test*)

