

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.**

Procedure

Startup MS Outlook 2013 on your PC.

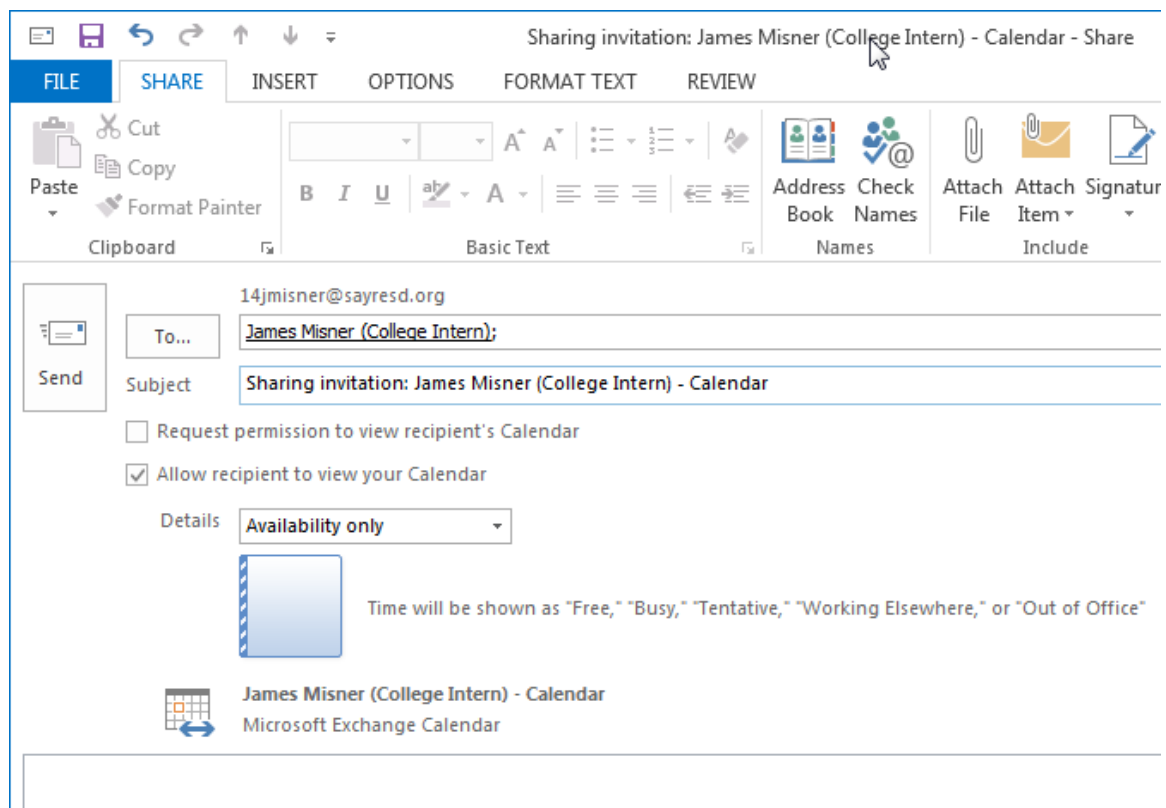
Click on the Calendar tab on the bottom of the screen

Calendar

Then select share calendar on the Home ribbon, under the share section

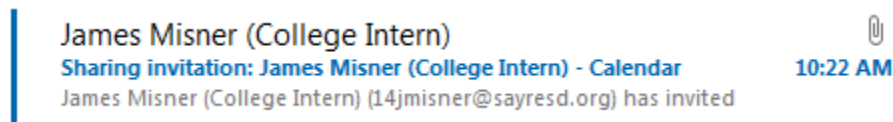


Enter the email addresses and send



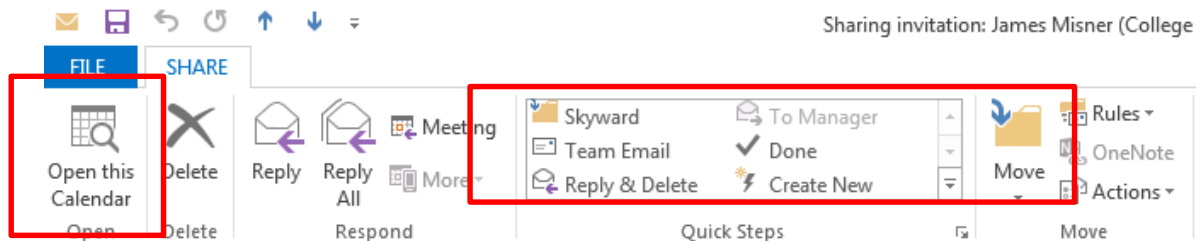
Above, you can either select availability only, limited details, or full details. If sharing your full calendar with someone, select **Full Details**.

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



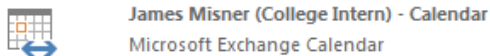
Fri 7/10/2015 10:22 AM

James Misner (College Intern)

Sharing invitation: James Misner (College Intern) - Calendar

To James Misner (College Intern)

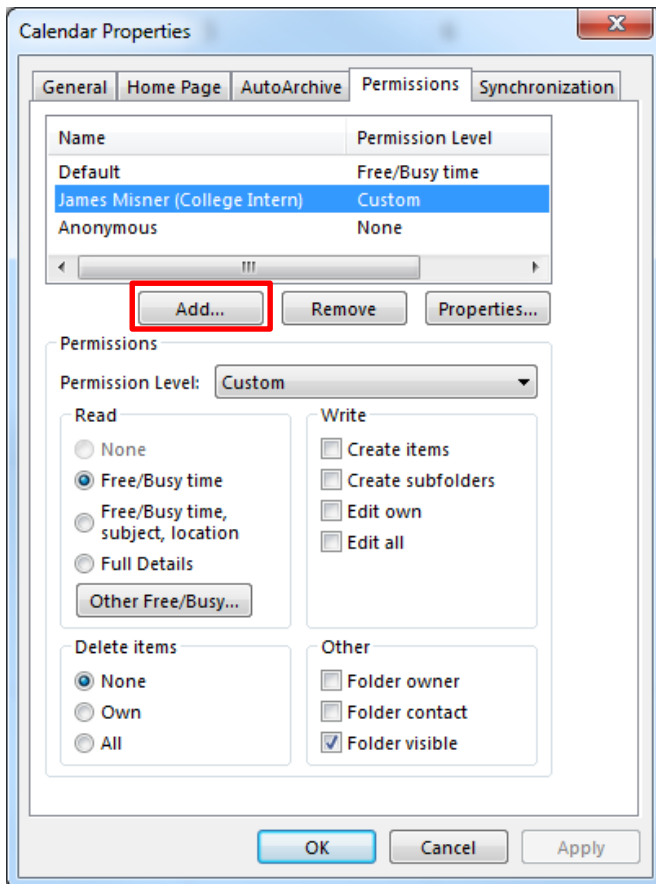
James Misner (College Intern) (14jmisner@sayresd.org) has invited you to view his or her Calendar. Click the Open button at



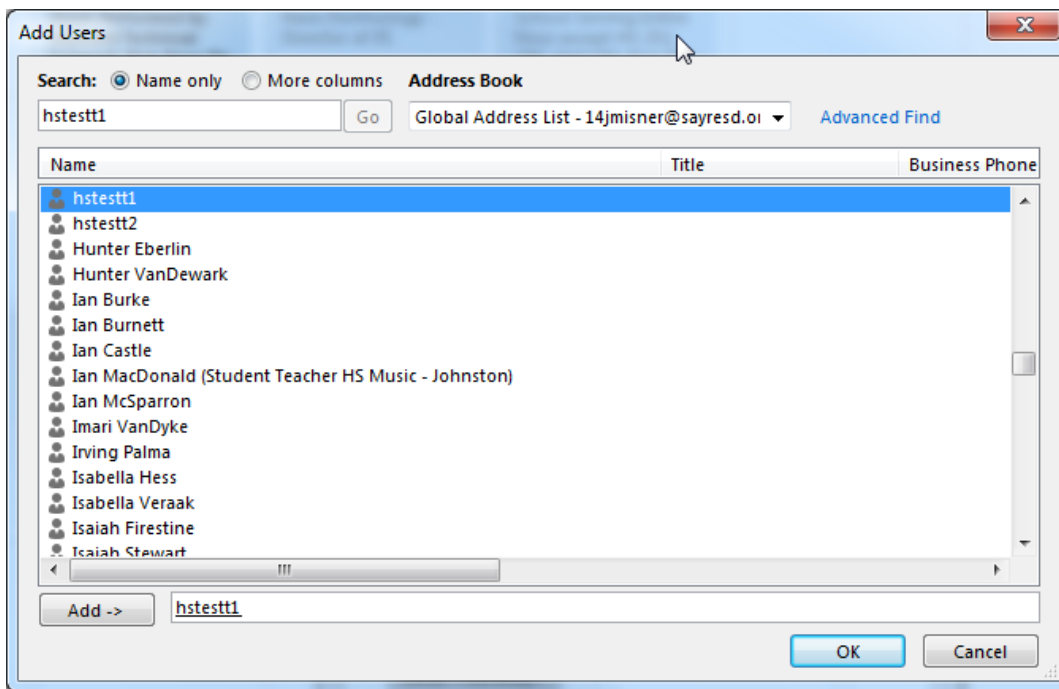
The recipient is now able to view your calendar.

Setting Shared Calendar Permissions

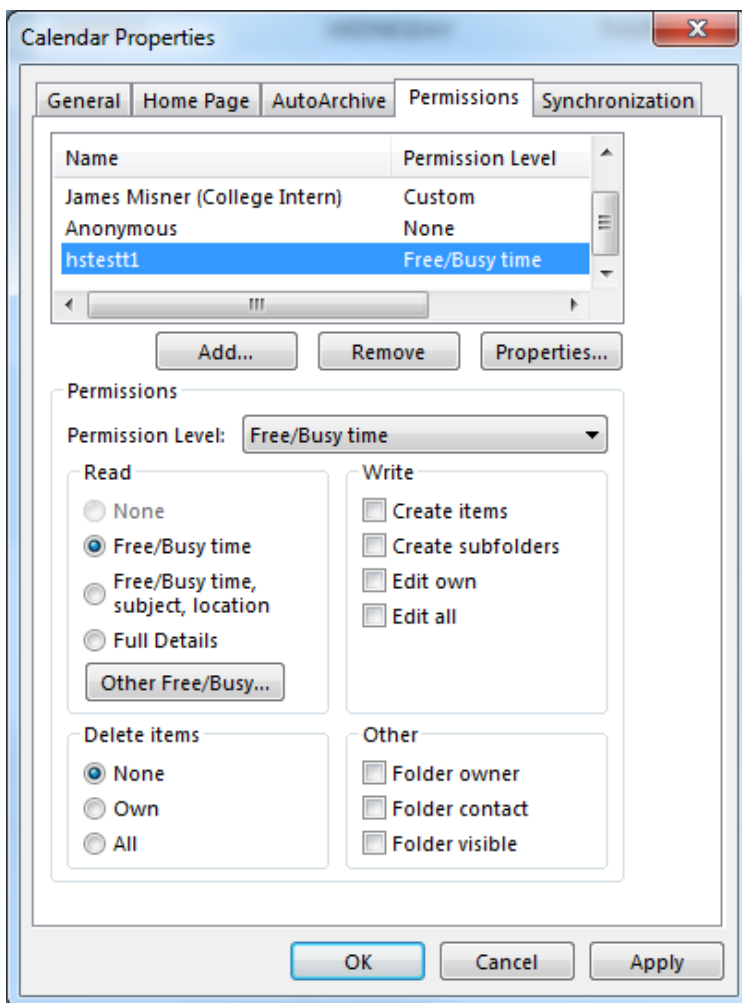
On your shared calendar, select **Calendar Permissions** on the Share section of the home tab on the ribbon:



If sharing a calendar with another person on the SASD network, click **Add...** above. Then the global address list will show up. Let's say I shared my calendar with a user hstett1@sayresd.org:



Click ok. Next, the settings for calendar sharing to hstestt1 can be edited:



Select one of the presets from the list above, or customize by modifying the settings yourself.

Sending Event Invitations

Startup MS Outlook 2013 on your PC.

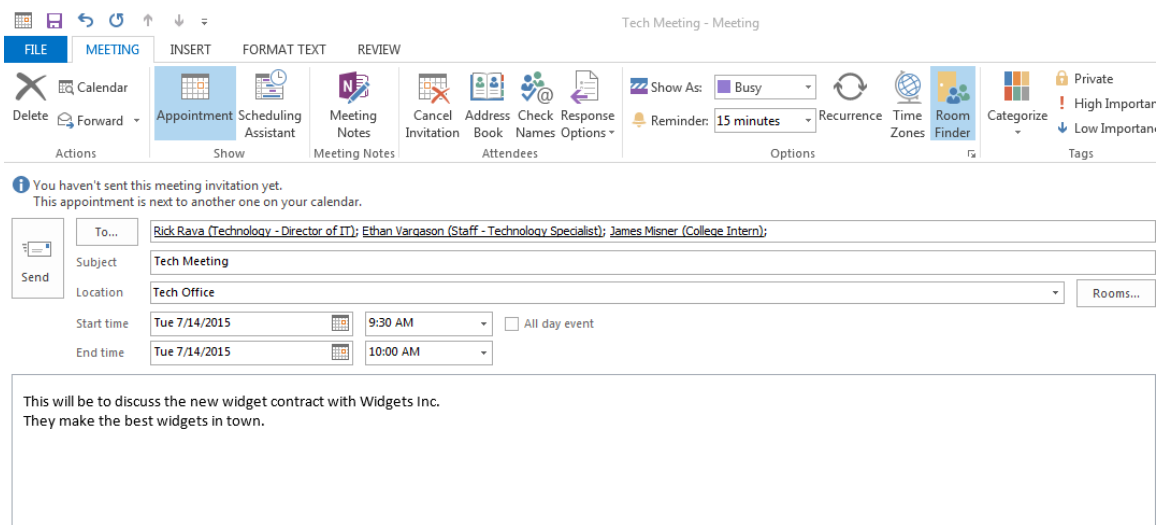
Click on the Calendar tab on the bottom of the screen



Then select New Meeting on the Home ribbon, under the new section



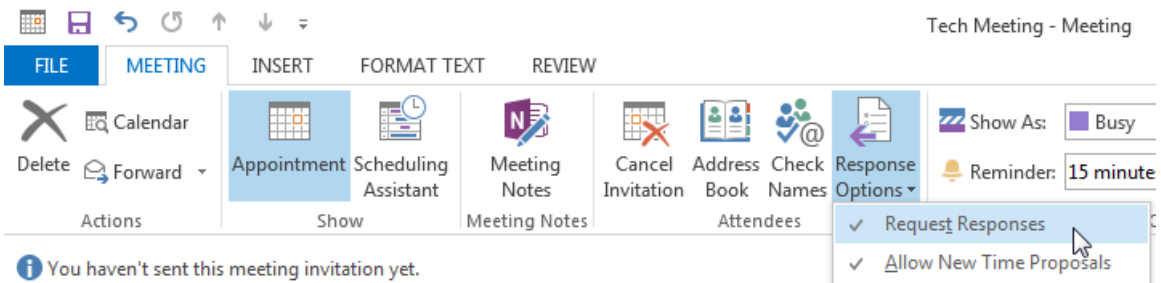
Enter the email addresses, fill in the description and send.



Note:

If sending an invite to a large group of people, or do not want to receive responses from every invitee, you can uncheck request responses like this:

Click the Response Options pull down list under the Attendees group on the Meeting tab on the ribbon.



Click on 'Request Responses' once. This will prevent recipients from being able to respond to your invitation.