SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

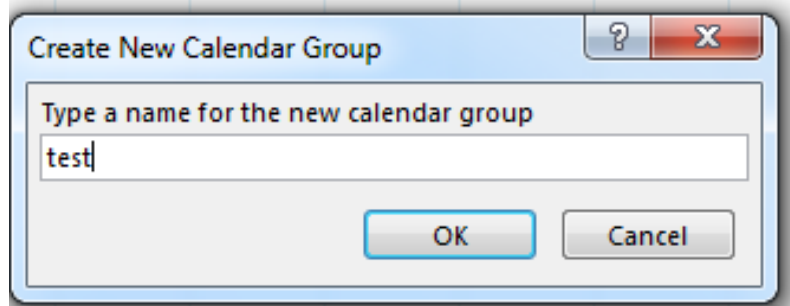## SHARING A CALENDAR WITH A GROUP

Purpose
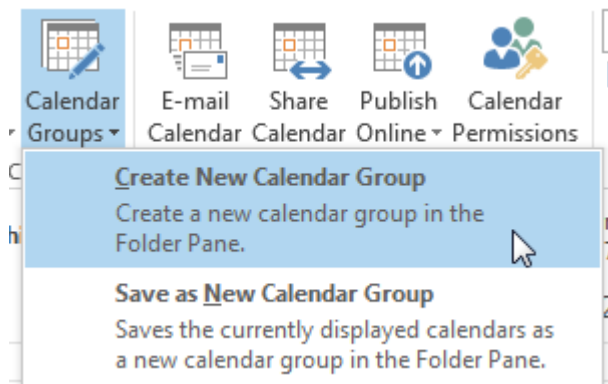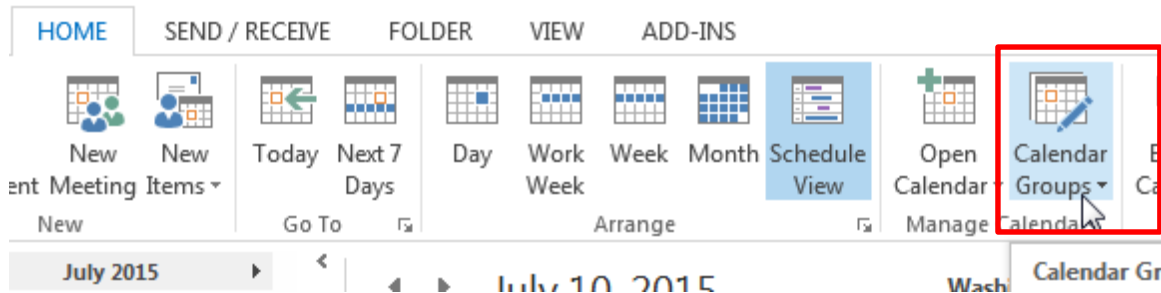
To know how to set up a shared calendar.

Procedures
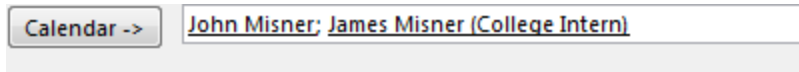
Startup MS Outlook 2013 on your PC.
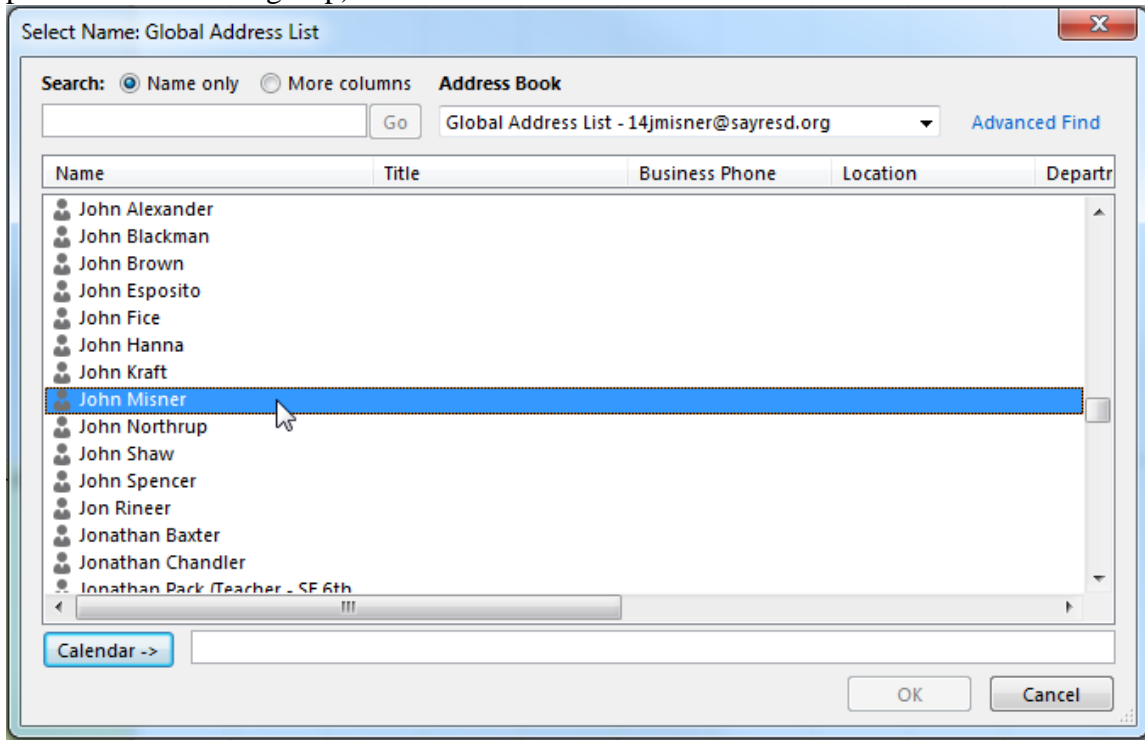
Click on the Calendar tab on the bottom of the screen.

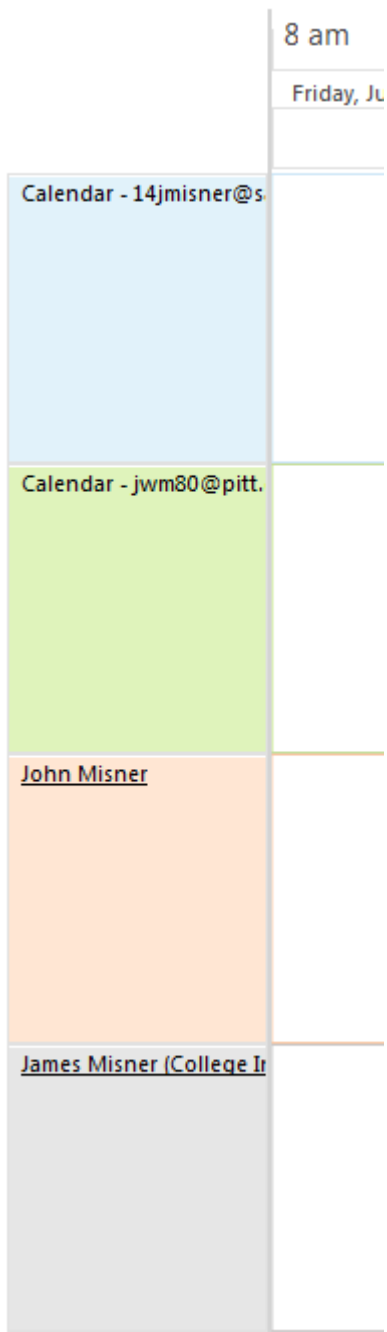Calendar Groups→Create a New Calendar Group

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

‹ ▸ **July 10, 2015**

8 am

Friday, Ju

Calendar - 14jmisner@s

Calendar - jwm80@pitt.

John Misner

James Misner (College Ir

Notice that the calendar for each person (James Misner and John Misner) is visible.

Modify the shared calendar - simply go to a free spot in the blue calendar, and double click on a time slot to add an appointment.

8 am	9

Friday, July 10, 2015

Calendar - 14jmisner@sayresd.org

this is a
test
mars

John Misner

James Misner (College Intern)

this is a
test
mars

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 the mail tab (bottom of screen)
And then if you go back to the Calendar (bottom of screen)

8 am	9

Friday, July 10, 2015

Calendar - 14jmisner@sayresd.org

this is a
test
mars

John Misner

James Misner (College Intern)

this is a
test
mars

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

Share Calendar

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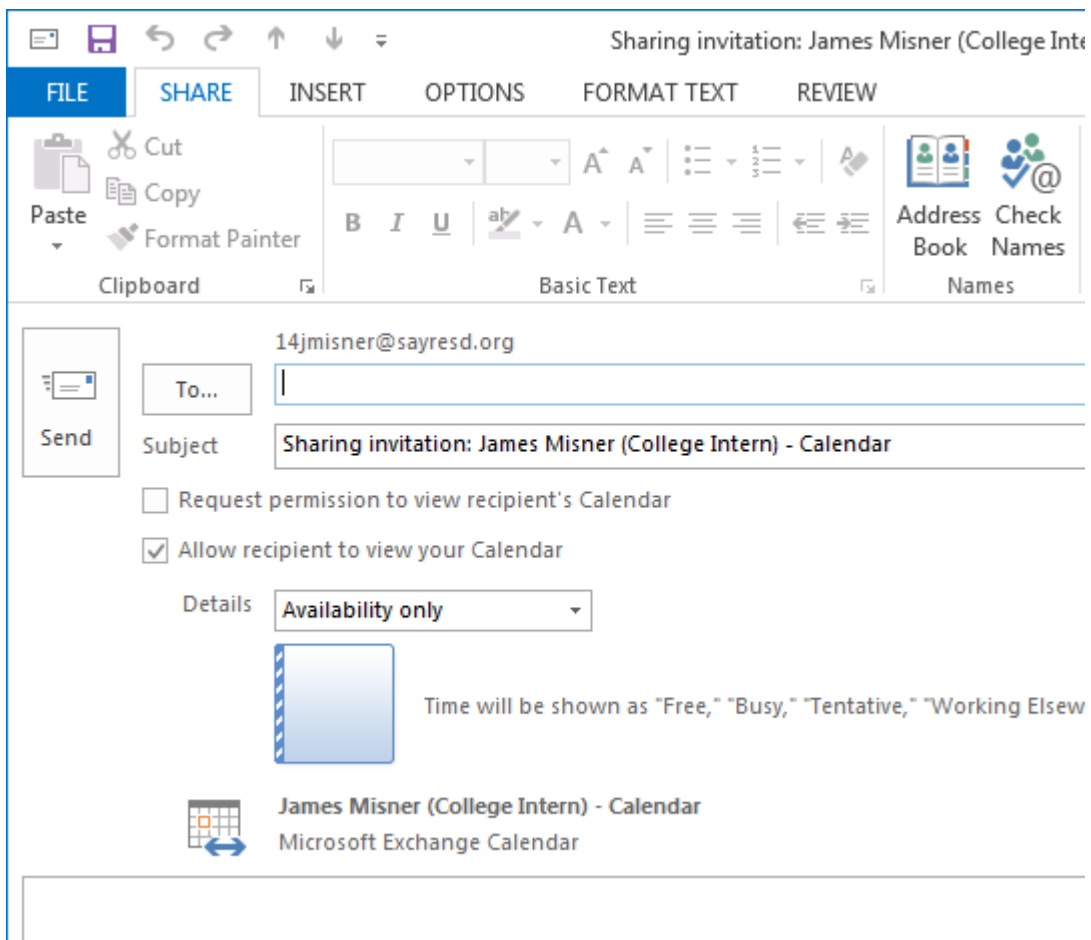
If you would like to delete a calendar group, right click on the name of the group (in this case, the name is *test*)