

Publishing your Outlook calendar to the Internet

4/5/13

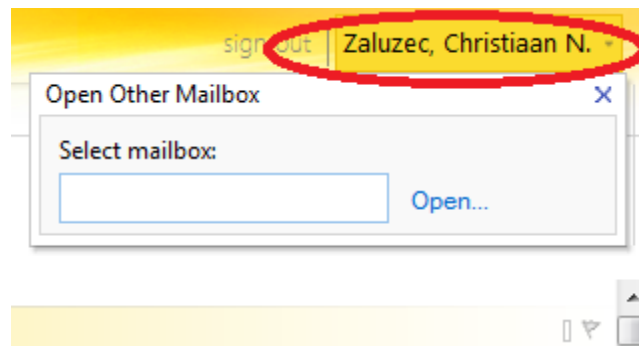
Non-Laboratory employees cannot be granted access to Laboratory mailboxes or calendaring resources, however it is possible for you to publish your calendar to the Internet so they can view your calendar. This document outlines the calendar publishing process.

1. Log in to your mailbox through the web portal at <http://mail.anl.gov>

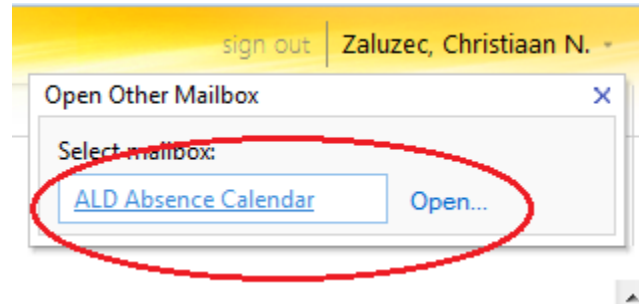


The screenshot shows the Microsoft Outlook Web App login interface. At the top, it says "Microsoft® Outlook Web App". Below that, there is a "Security" section with a link to "show explanation". There are three radio buttons: "This is a public or shared computer" (selected), "This is a private computer", and "Use the light version of Outlook Web App". Below the security options are two input fields: "Domain\user name:" with the text "anl\username" and "Password:" with a masked password of 12 dots. A "Sign in" button is located to the right of the password field. At the bottom, it says "Connected to Microsoft Exchange" and "© 2010 Microsoft Corporation. All rights reserved."

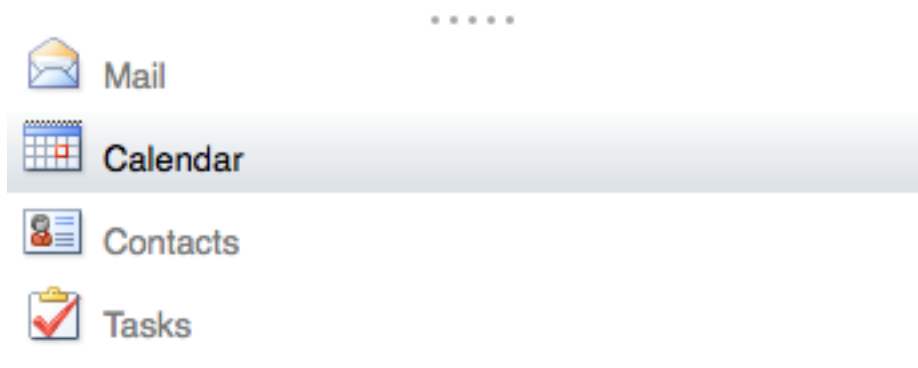
2. If you intend to share your personal calendar, continue to step 5. If you intend to share a different calendar for which you have management rights (i.e. a group absence calendar or conference room calendar), go to step 3.
3. Switch to the Calendar which you wish to manage by clicking your name in the top right-hand corner of the screen.



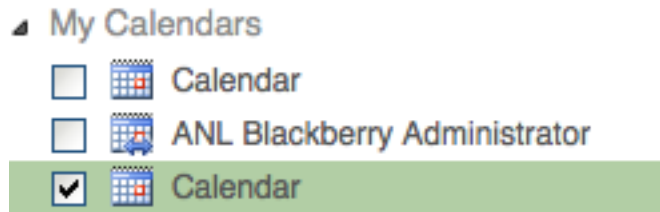
4. In the "Open Other Mailbox" field, type the name of the mailbox you wish to manage, and click "Open..." you may have to click "Open..." twice.



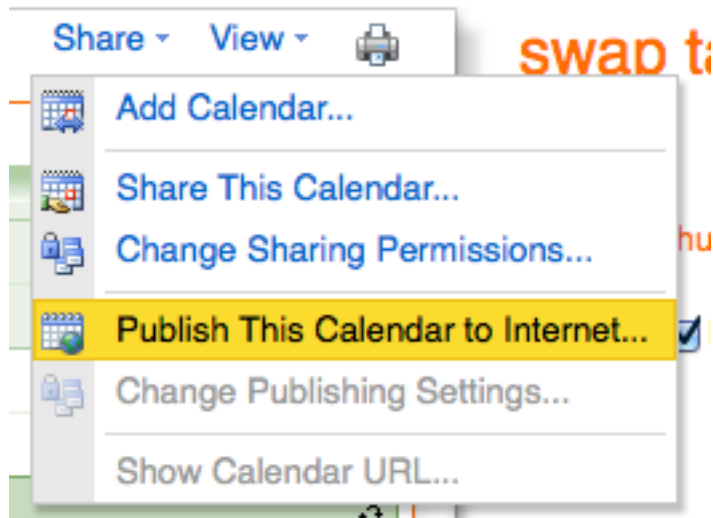
5. Click the Calendar icon at the bottom right hand corner of the Outlook window.



6. Highlight the calendar you wish to publish



7. From the "Share" Menu, choose "Publish this Calendar to the Internet"



8. Choose the level of detail and access you would prefer then click “Start Publishing”. We highly recommend you choose restricted access unless you are positive this calendar is meant to be viewed by anyone in the world.

Calendar Publishing

https://mail.anl.gov/ecp/customize/calendarpublishing.slab?fldID=LgAA

Calendar Publishing - Calendar

Settings

[Learn more about calendar publishing...](#)

Publishing detail:
Availability Only

Publish my calendar:
3 months before today
3 months after today

Access level:
 Restricted
 Public

Calendar Links

Links to your published calendar will be shown below after you click Start Publishing.

Publishing Detail

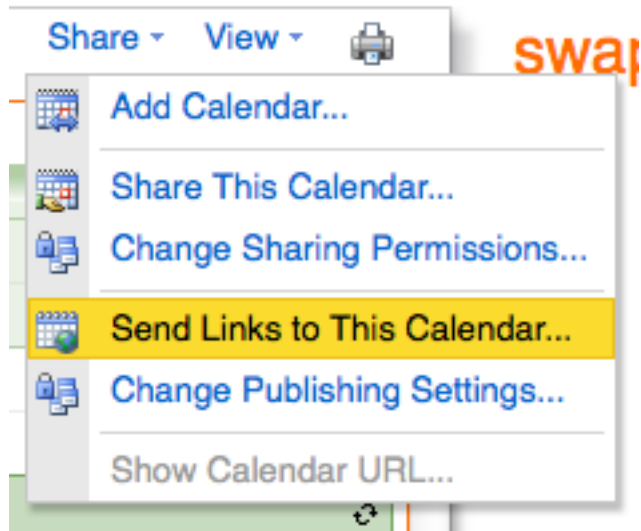
Availability Only shows Free, Busy, Tentative, or Away. Limited Details also shows subjects of meetings. Full Details shows all details.

[Learn More](#)

Start Publishing | Cancel

9. Click Save, then close the Calendar Publishing screen

10. To share your calendar with other people, click the “Share” menu, then choose “Send Links to this Calendar...”



11. In the To: line, enter the email addresses of the people with whom you would like to share this Calendar. Separate each email address with a semicolon. Optionally you can change the subject or enter additional text in the message body. When you are done, hit "Send"

Published Calendar Invitation -- ADMINCNZ's calendar -- Calendar

https://mail.anl.gov/owa/?ae=Item&a=New&t=IPM.Sharing&fldId=LgAAAABjdQQ7KYOEQa3ncAWEJwBAQBn

Send Options... HTML

To... user@email.com; user2@email.com

Subject: I'd like to share my published calendar -- Calendar with you

Invite: ADMINCNZ's Calendar - Calendar
View address: <http://mail.anl.gov/owa/calendar/25c7d3bdac4a4a7594d40ca4b4135476@a...>
Subscribe address: <http://mail.anl.gov/owa/calendar/25c7d3bdac4a4a7594d40ca4b4135476@a...>

Tahoma 10 B I U

12. Your recipients will receive an email that looks something like the one below. They can either click the web link to open the calendar in their web browser, or copy the link to a calendar viewing application to view it there.

ADMINCNZ

3:21 PM (1 minute ago) ☆



to me, czaluzec ▾

ADMINCNZ has invited you to view or subscribe to a published Calendar named Calendar.

To view this Calendar, copy and paste the following address into your browser:

<http://mail.anl.gov/owa/calendar/25c7d3bdac4a4a7594d40ca4b4135476@anl.gov/9976e301b52f40a68d03929aaff8833a7241737577764026617/calendar.html>

To subscribe to this calendar using an Internet calendar-compatible program, such as Microsoft Outlook 2007 or a later version, copy and paste the following Web address into your Web browser:

<webcal://mail.anl.gov/owa/calendar/25c7d3bdac4a4a7594d40ca4b4135476@anl.gov/9976e301b52f40a68d03929aaff8833a7241737577764026617/calendar.ics>

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13. To stop sharing a calendar, from the “Share” menu choose “Change publishing settings. At the bottom of the resulting then click “Stop Publishing”

