Sharing a Calendar via Outlook Web App

8/12/13

The following document outlines the method for sharing your calendar with other Exchange users on the Argonne Exchange Email server.

NOTE: This will not enable calendar sharing for users on mail servers other than Exchange (Such as Zimbra) or on mail servers outside of Argonne. To share your calendar with users on different mail servers, please reference the document: https://wiki.inside.anl.gov/wiki_inside/images/6/66/Publishing_your_Outlook_calendar_to_the_Internet.pdf

NOTE: This is for view only rights. This will not permit users to make changes to your calendar. If you would like to permit a user to make changes to your calendar, you must assign them delegate rights. This can be achieved through Outlook for Windows and by referencing this document:

https://wiki.inside.anl.gov/wiki_inside/images/8/8e/Add_or_Remove_Delegate_access_through_Outlook_2010_for_Windows.pdf

1. Log on to your mailbox via the Outlook web app at http://mail.anl.gov

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), continue 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.
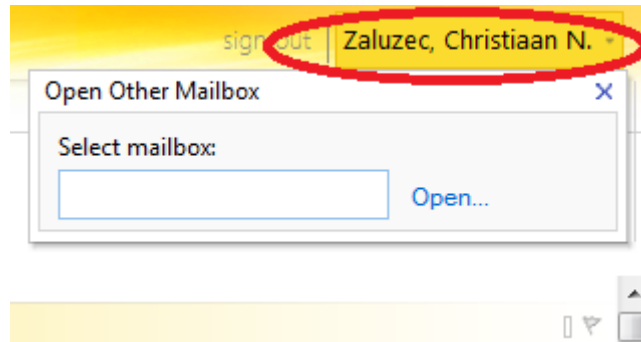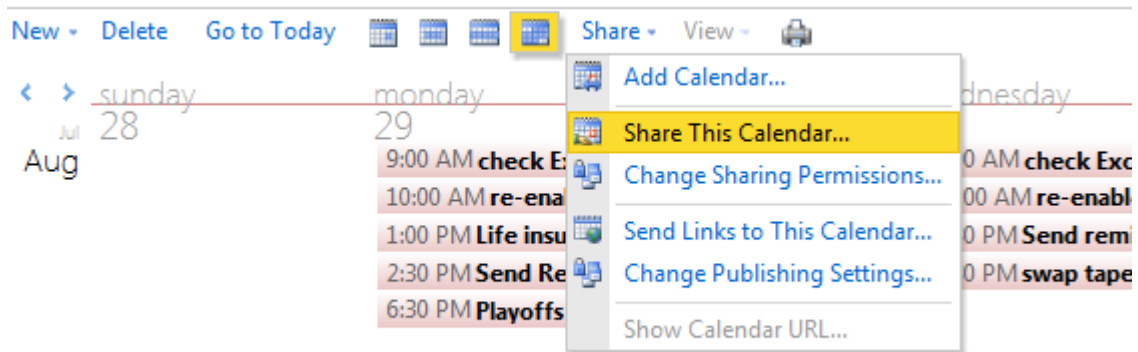

4. In the "Open Other Mailbox" field, type the name of the mailbox you wish to manage, and click "Open…" you may have to click "Open…" twice.
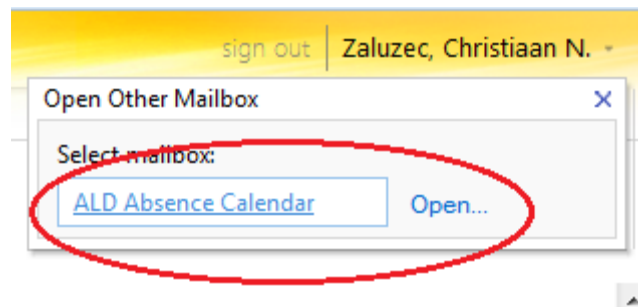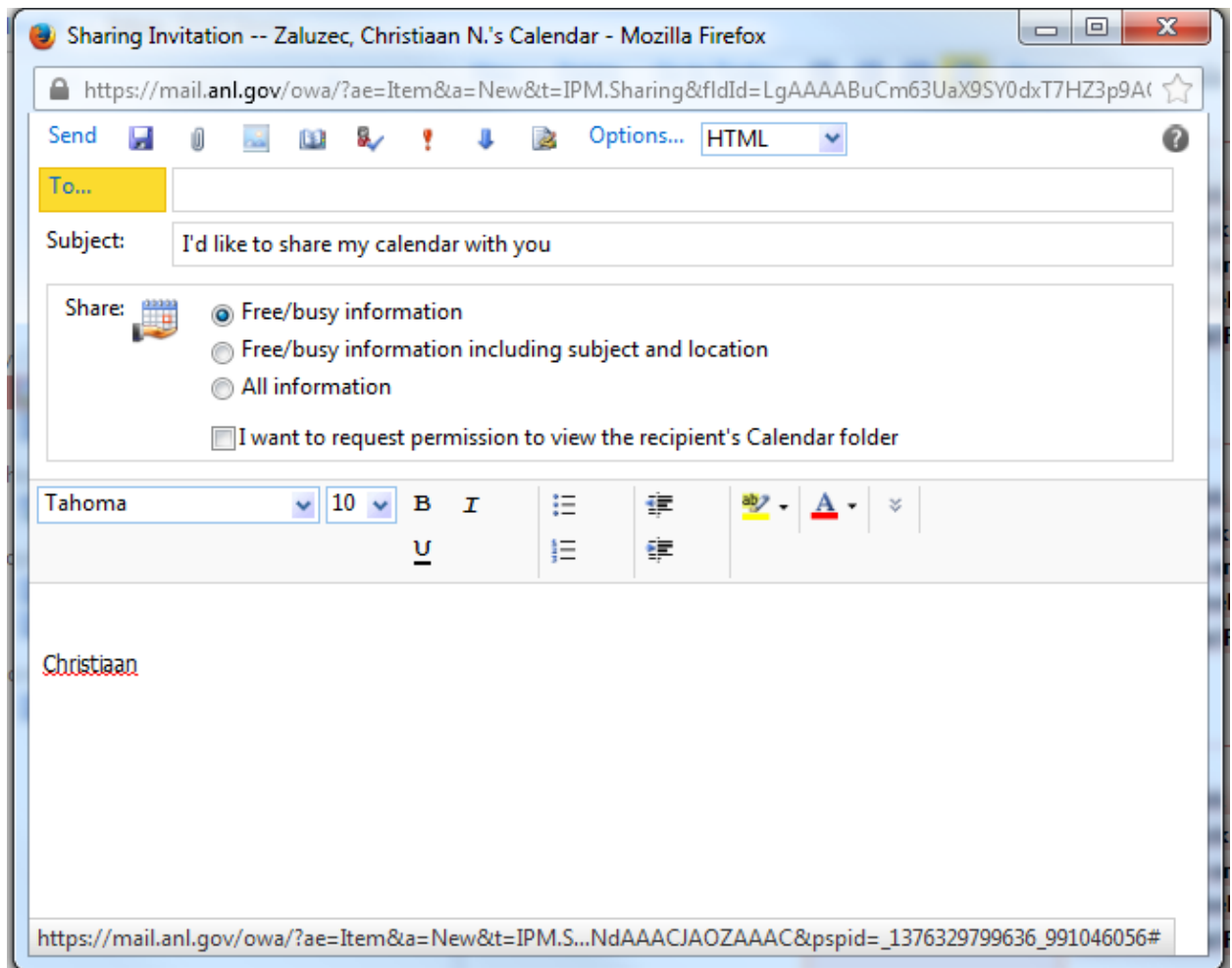

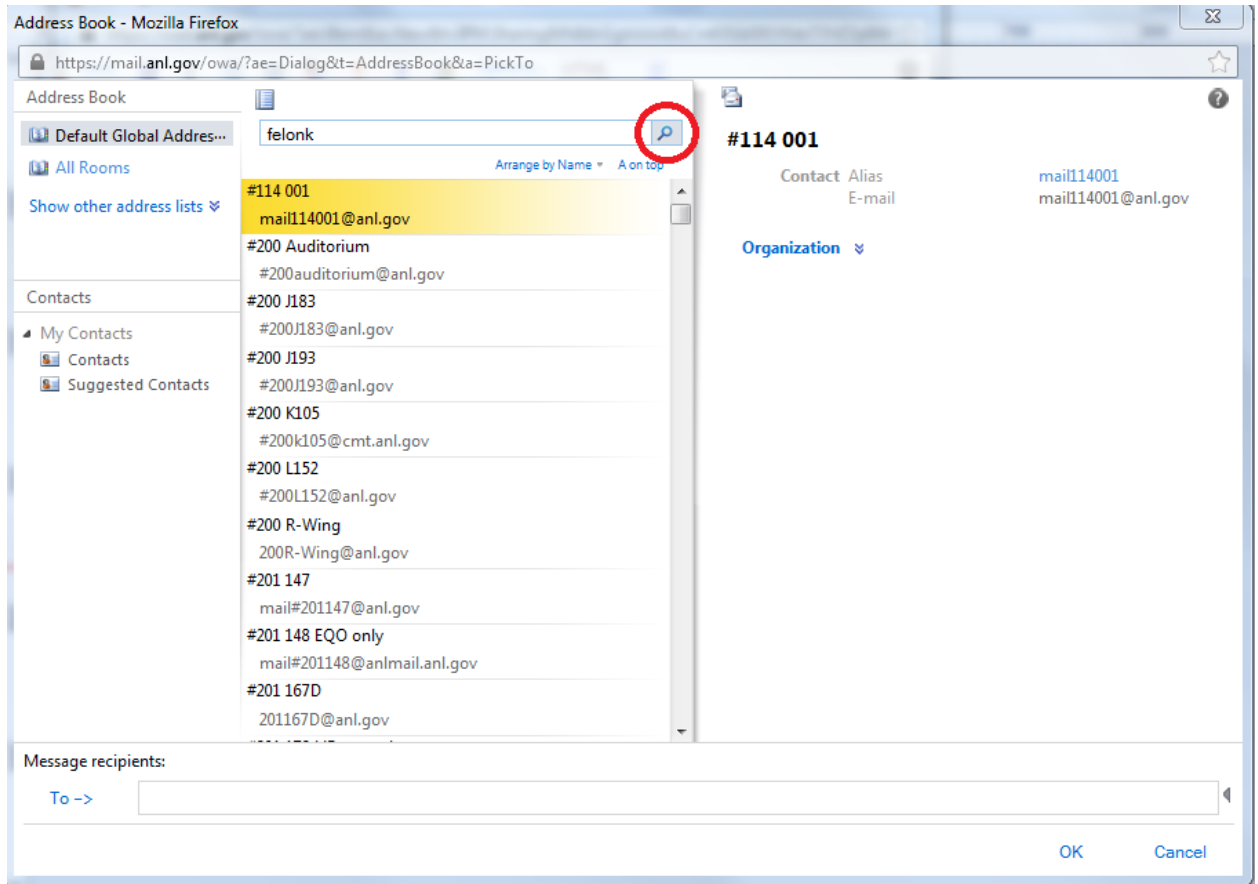5. Click the "Calendar" icon at the bottom left hand corner of the screen
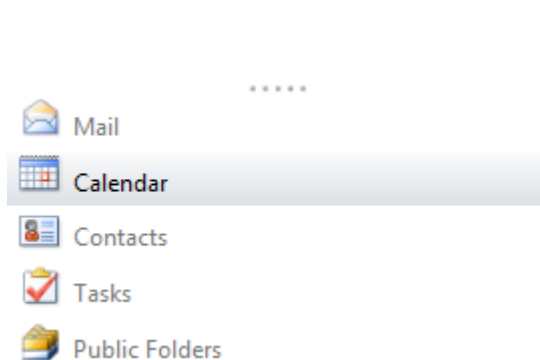
6. At the top of the screen, click the "Share" menu and choose "Share This Calendar"

7. In the resulting window, click the "To…" link to bring up the address book.

8. Search for the user with whom you would like to share your calendar by typing their name in the search field, and clicking the magnifying glass icon.

9. When you find the desired user, double click on their address book entry to add them to the share announcement. You can repeat this for as many users as you like. Click "OK" when you are done adding invitees.
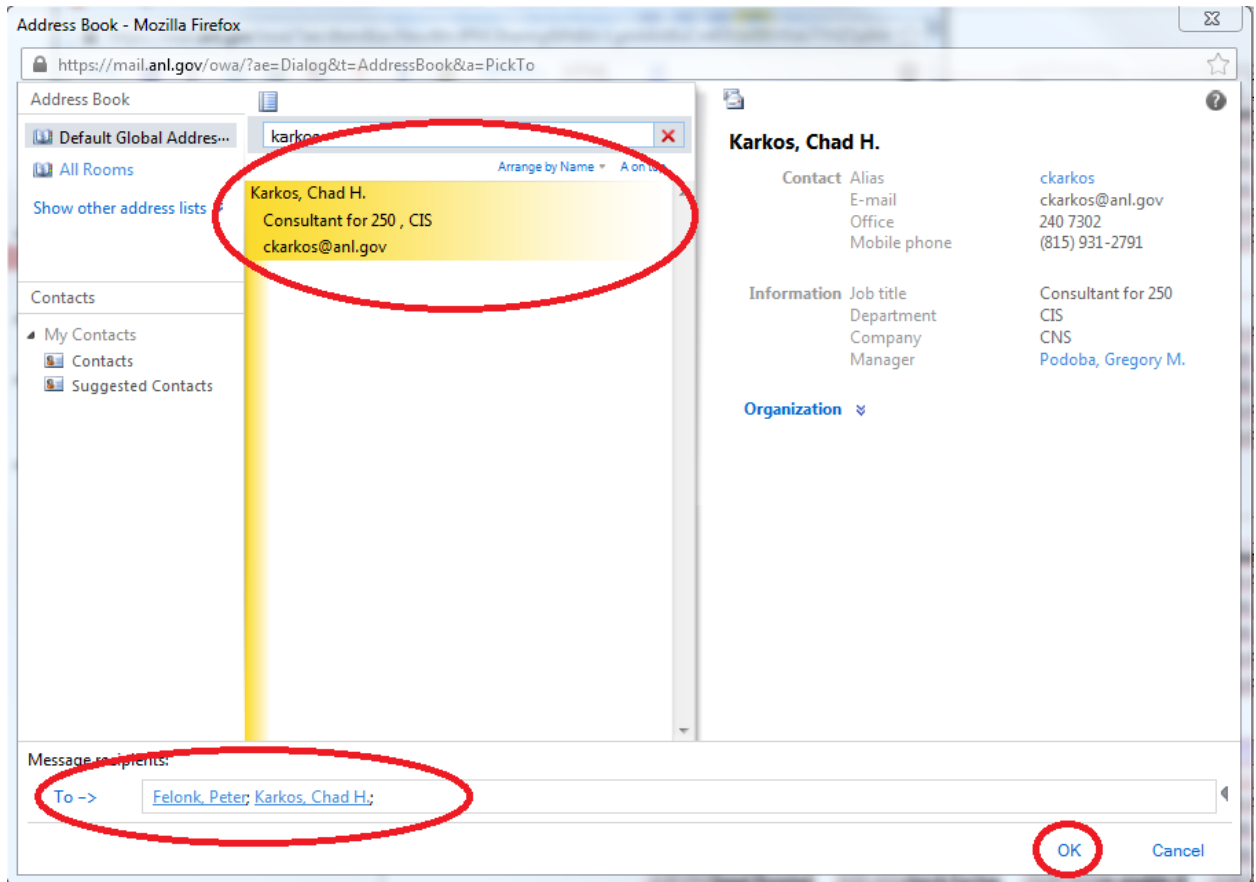
10. Choose the level of appointment detail that you would like the user to be able to see. You can also enter additional text, and request that they share their calendar with you as well. Recommended invite text is available in step 11.
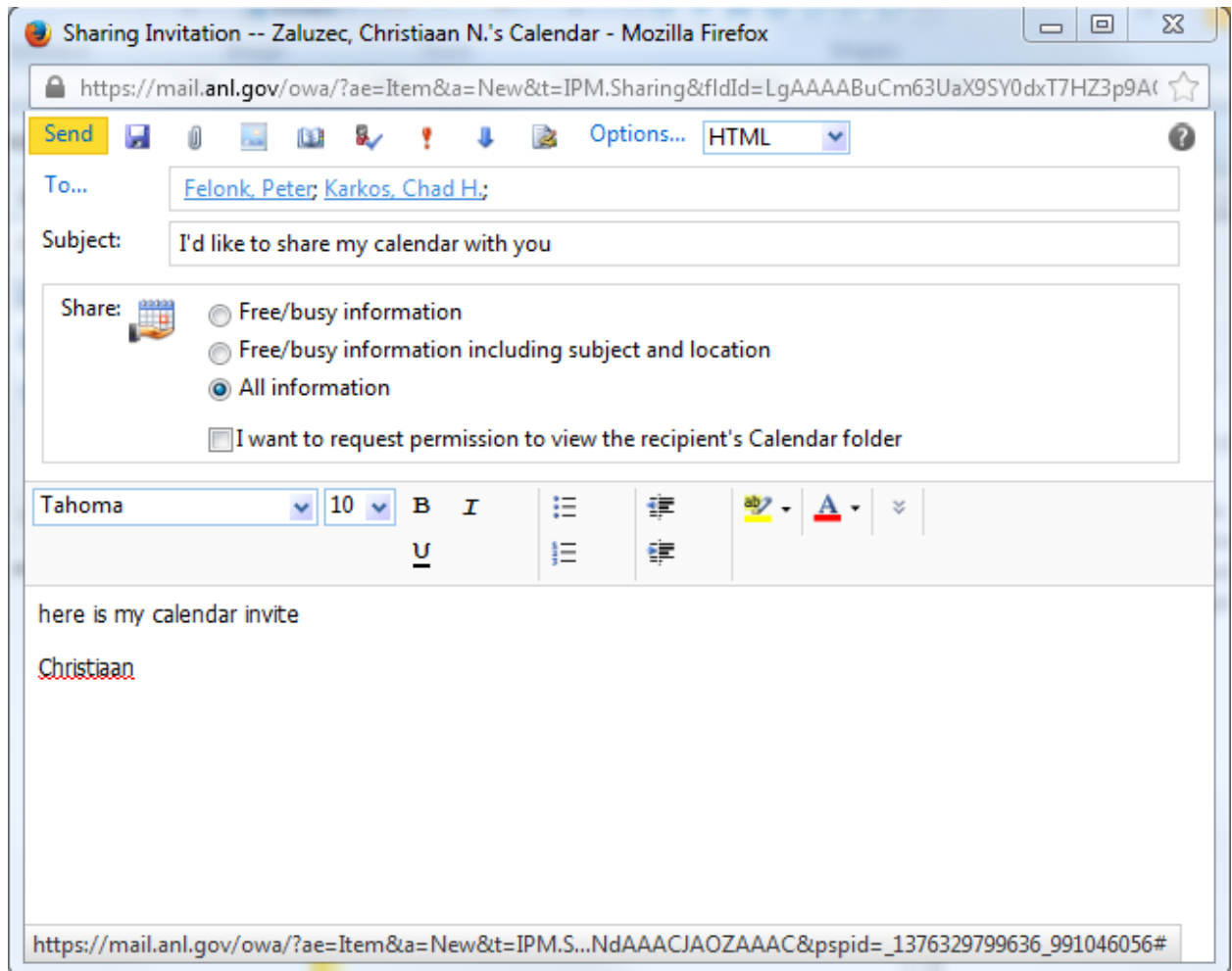
11. Recommended Invitation Text:

You can use the link in this invitation to connect to this shared calendar using Outlook for Windows and Outlook Web Access. Instructions for connecting via other calendar clients are also listed below

Outlook for Windows or Outlook Web Access:

1. Open Outlook or log in to your mailbox via http://mail.anl.gov

2. Open this message

3. Click "Add this Calendar"

4. This calendar will be added to your calendar view
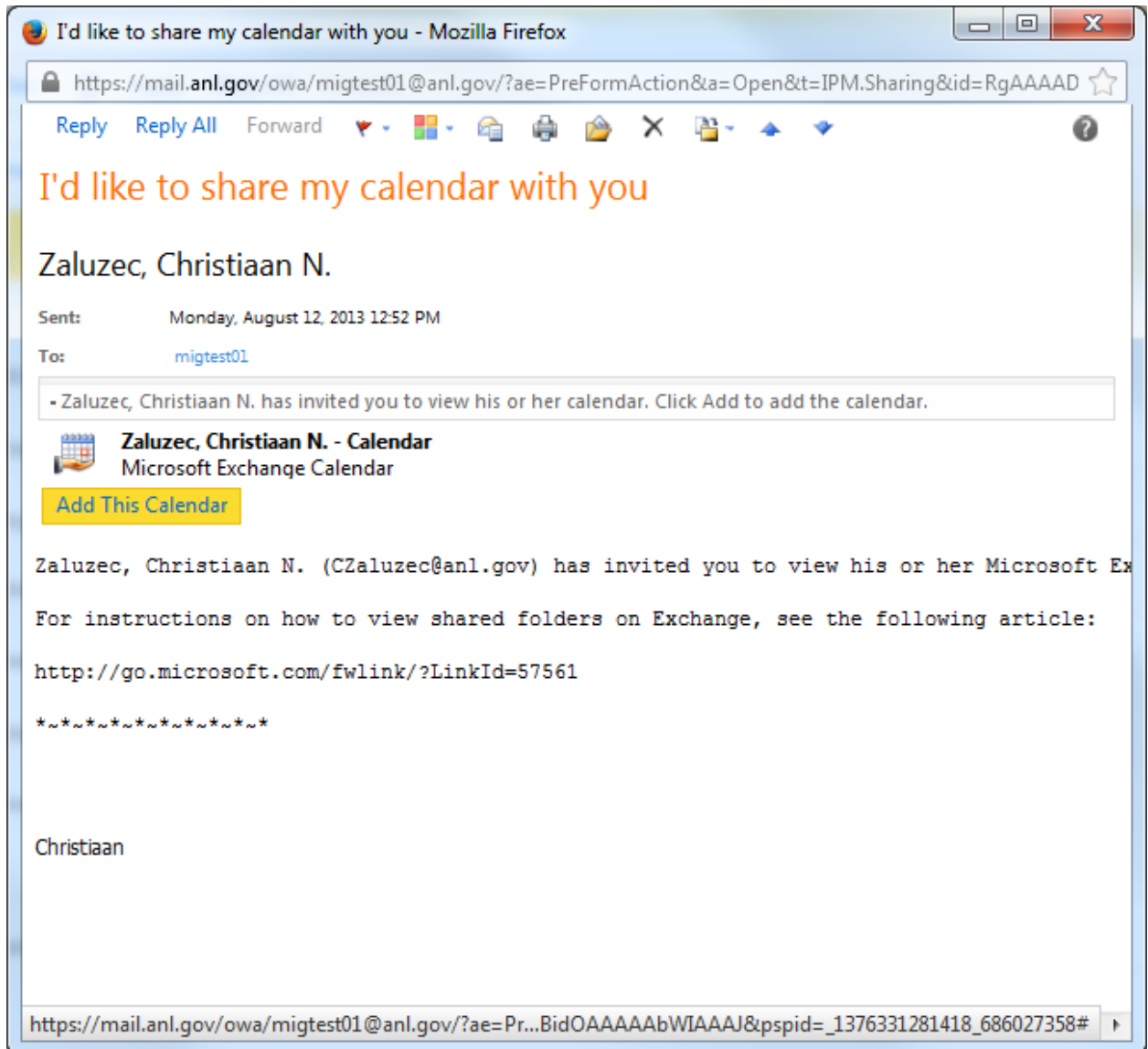
Outlook for Mac:

1. Switch to the Calendar View

2. click the "open Calendar" icon near the top of the Outlook Windows

3. in the "User" field type the name or email address of this calendar. you can also search for it using the "Address book" icon

4. in the "Type" field, change the option to "Calendar"

5. Click "OK"

6. The Calendar will appear under the header "Shared Calendars"

Apple Calendar (iCal):

1. You must already have Apple calendar configured to connect to Exchange

2. From the Calendar Menu, click "Preferences"

3. Click Accounts, then choose "Exchange"

4. Click the "Delegation" button

5. Click the "+" sign below the "Accounts I can access" list

6. Enter the name or email address of this calendar

7. The calendar will be added to under the "Delegates" header

Thank you

12. The addressees will receive an email inviting them to add your calendar to their calendar view. If you included the instruction text in step 11, they will also receive instructions for connecting via several popular Email and calendaring clients..

13. Your calendar will now appear in their "Shared Calendar" list in Outlook Web App, Outlook 2010 for Windows and Outlook for Mac. If they are using iCal, it will show up under the "Delegates" header.