Microsoft Outlook

How To Share A Departmental Mailbox's Calendar
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How to Share a Departmental Calendar

**Outlook 2013/2016**

1. In Outlook, go to **Calendar**, and then in the calendar list right click on the calendar you want to share.

2. Click **Properties** from the menu that appears.

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3. In the window that comes up, click the **Permissions** tab, click **Add..**.
4. Select the person who you want to share the calendar with, press **Add ->**, and then click **OK**.
5. Make sure the person's name is selected in the Permissions list and then you can change the **Permission Level**.
6. Click **OK** when done.
Outlook 2011

1. In the navigation pane, click the calendar that you want to share.
2. In the Organize tab, click **Permissions**.

3. In the Permissions window click **Add User**.
4. Type the name of the user, and then click **Find**.
5. In the search results, click the user's name, and then click **OK**.
6. In the **Name** list, click the user's name. In the menu that pops up, you can change the permission level that you want to grant. To do so, select or clear the check boxes.

7. Click **OK** when done.
Outlook 2016 for Mac

1. In Calendar, select the calendar you want to share.
2. In the Organize tab, click Calendar Permissions.

3. In the Calendar Properties box, click Add User.
4. Type the name of the person you want to share the calendar with in the Search box, then click Add.
5. In the Calendar Properties box, choose an option in the Permission Level drop down box. Then check the boxes for the permissions you’d like to grant in the Read, Write, Delete, and Other sections, and then click OK.
Outlook Web App

1. In a web browser, go to http://email.miami.edu and sign into your personal email account.
2. Click your picture/avatar in the upper right hand corner and select Open another mailbox….
3. Type in the name of the mailbox and press the Enter key.
4. The name should resolve. Click Open.
5. The mailbox will appear in a new window or tab.
6. Click the waffle icon in the top left corner and click **Calendar**.

7. The calendar will appear. Click the **Share** icon along the top of the window.
8. Type the name or email address of the person you want to share the calendar with in the Share with box. You can add more than one person at a time.

9. After you add the individuals, you can choose how much access you would like to give them.
   - Full details: shows the time, subject, location, and other details of all items in your calendar.
   - Limited details: show the time, subject, and location, but no other information.
   - Availability: only shows the time of items on your calendar and no other details.
10. You can edit the Subject if you would like to. By default, the primary calendar is shared. If you created other calendars, you can choose to share one of them instead by selecting the appropriate folder from the dropdown list under Calendar.

```
Subject:
I'd like to share my calendar with you

Calendar:
Calendar
```

11. Click Send.
How to Open a Shared Departmental Calendar

Outlook 2013/2016

If you have permission to a shared mailbox, the associated calendar is automatically added to your My Calendars list.

1. In Outlook, select Calendar.
2. On the left hand side of the screen, under My Calendars, select the shared calendar you want to open.

If the calendar does not appear automatically, follow these steps:

1. In Calendar, in the Home tab, in the Manage Calendars group, click Open Calendar > Open Shared Calendar.
2. Type the name of the mailbox or click Name to select a name from the Address Book, then click OK.

3. The calendar should appear under the Shared Calendars heading.
Outlook 2011

1. In the File menu, hover over Open, then click Other User’s Calendar.
2. In the User field, type the name of the mailbox you were granted access to and press Enter. In the window that appears, select the mailbox's name, and then click Select.

3. Click OK on the Open Other User’s Folder window.
4. The calendar will appear in the navigation pane under the **Shared Calendars** heading.

5. If you receive a pop up that states “outlook was redirected to the server…” Check the box next to “Always use my response for this server” and then click **Allow**.
**Outlook 2016 for Mac**

1. At the bottom of the navigation bar, click **Calendar**.

![Calendar Tab](image)

2. In the **Organize** tab, click **Open Shared Calendar**.

![Open Shared Calendar Tab](image)

3. Enter the name of the person who granted you access in the **Search** box, select their name and click **Open**.

![Search and Open Calendar](image)
4. The shared folder will appear in the left navigation pane under **Shared Calendars**.
Outlook Web App

2. Once your mailbox loads click the waffle in the top left corner and select Calendar.

3. Once the Calendar page has loaded, right click on Other calendars, then click Open calendar.
4. In the field **From directory**, search for the shared calendar you want to open. Select it from the dropdown list that appears, and then press **Open**.
5. The shared calendar will show in your list of calendars underneath the **Other calendars** heading.
How to Remove Access to a Departmental Calendar

**Outlook 2013/2016**

1. In Outlook, go to Calendar, and then right click the calendar you want to stop sharing.

2. Select Properties.
3. In the Calendar Properties window, select the **Permissions** tab.

![Calendar Properties](image)

4. Click the user you would like to remove and click **Remove**. Then press **OK**.

![Calendar Properties](image)
Outlook 2011

1. In Outlook, go to Calendar, and then select the calendar you want to stop sharing.
2. On the Organize tab, click Permissions.

3. On the Permissions tab, click the name of the user you’d like to remove.
4. On the Permission Level pop-up menu, click Remove.
Outlook 2016 for Mac

1. In Outlook, go to Calendar, and then select the calendar you want to stop sharing.
2. On the Organize tab, click Calendar Permissions.

3. In the Calendar Properties box, click Remove, and click OK.
Outlook Web App

1. In a web browser, go to http://email.miami.edu and sign into your personal email account.
2. Click your picture/avatar in the upper right hand corner and select **Open another mailbox**.

3. Type in the name of the mailbox and press the Enter key.
4. The name should resolve. Click **Open**.
5. The mailbox will appear in a new window or tab.
6. Click the waffle icon in the top left corner and click **Calendar**.

7. The calendar will appear. Right click the calendar you want to stop sharing and select **Permissions**.
8. A list of the users with access to the calendar will appear. Click the X next to the user you would like to remove.

9. Click Save.
How to Remove a Shared Departmental Calendar

Outlook 2013/2016

1. In Outlook, go to Calendar, and then right click the calendar you want to remove.
2. Click Delete Calendar in the dropdown list that appears.
1. In Outlook, go to Calendar, and then right click the calendar you want to remove.
2. Click Remove from View in the dropdown list that appears.
Outlook 2016 for Mac

1. In Outlook, go to Calendar, and then right click the calendar you want to remove.
2. Click **Remove from View** in the dropdown list that appears.
Outlook Web App

2. Once your mailbox loads click the waffle in the top left corner and select Calendar.

3. Once the Calendar page has loaded, right click the calendar you wish to remove and click Remove.