Office 365 Tip 9- Sharing Your Personal Outlook- Calendar

OPS Technology Trainers Tip

Tip 9- Sharing Your Personal Outlook- Calendar

Do your daily meetings and events effect someone else in your school/department? You can easily share your personal Outlook- Calendar with different viewing/editing permissions. Click HERE for more information or follow the steps below.

1. Login to Office 365 and click on CALENDAR.

2. Find your Calendar under your name and right click (MAC: Control + Click) on it and select "SHARE CALENDAR".

3. Type in the person you want to share it with, select the permissions you want to give them, type in any message in the Subject area you want for the email they will receive, and select SEND.

Note: Below is a summary of permissions.

Availability only: Will display BUSY when unavailable, but will not show what the event is.

Limited Details: Shows all event details, but still is view only like the above permissions.

Full Details: Shows all event details, but still is view only like the above permissions.

Editor: Allows them to edit any event the owner created, but they can not create or accept/decline new events.

Delegate: Has complete control to add/delete, accept/decline, and edit all events unless the
owner has any private events marked and set that they can not change.

4. When the person receives the email with an invitation to accept your calendar they will need to click "ADD CALENDAR". The calendar will appear below their personal calendar.

5. If you go to CALENDAR you will see the shared calendar below yours. You can click the check mark to turn it on or off. The owner can always right click on the shared calendar and choose PERMISSIONS to change sharing rights.
Thanks,

OPS Tech Training Team

Tutorials, Videos & Knowledge Base

Register for workshops/webinars

Follow OPS Tech Trainers:
Omaha Public Schools would like to continue connecting with you via email. If you prefer to be removed from our list, please contact Omaha Public Schools directly. To stop receiving all email messages distributed through our SchoolMessenger service, follow this link and confirm: [Unsubscribe](https://outlook.office365.com/owa/projection.aspx).

SchoolMessenger is a notification service used by the nation's leading school systems to connect with parents, students and staff through voice, SMS text, email, and social media.

Omaha Public Schools does not discriminate on the basis of race, color, national origin, religion, sex, marital status, sexual orientation, disability, age, genetic information, citizenship status, or economic status in its programs, activities and employment and provides equal access to the Boy Scouts and other designated youth groups. The following individual has been designated to address inquiries regarding the non-discrimination policies: Superintendent of Schools, 3215 Cuming Street, Omaha, NE 68131 (402-557-2001).

Las Escuelas Públicas de Omaha no discriminan basados en la raza, color, origen nacional, religión, sexo, estado civil, orientación sexual, discapacidad, edad, información genética, estado de ciudadanía, o estado económico, en sus programas, actividades y empleo, y provee acceso equitativo a los "Boy Scouts" y a otros grupos juveniles designados. La siguiente persona ha sido designada para atender estas inquietudes referentes a las pólizas de no discriminación: El Superintendente de las Escuelas, 3215 Cuming Street, Omaha, NE 68131 (402-557-2001).