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.
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](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**.

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![Outlook Web App Setup](image-url)
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, select their level of access from the dropdown list to the right of their name.
   - **Can view when I'm busy** lets the person see when you are busy but does not include details such as the event location.
   - **Can view titles and locations** lets the person see when you are busy as well as the title and location of events.
   - **Can view all details** lets the person see all the details of your events.
   - **Can edit** lets the person see all details of your events and edit your calendar (only available when sharing with people in your organization).
   - **Delegate** lets the person view and edit your calendar, as well as send and respond to meeting requests on your behalf (only available when sharing with people in your organization).

10. Click **Share** when done.
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.

![Open a Shared Calendar](image)

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

![Shared Calendars](image)
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.

![Image of Shared Calendars]

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**.

![Image of Outlook redirect pop up]
Outlook 2016 for Mac

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

   ![Calendar Menu]

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

   ![Organize Tab]

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

   ![Search Box]
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, click Add calendar at the top of the window, then From directory.
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 Window]

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

   ![Calendar Properties Window With User Selection]

   ![Calendar Properties Window With Remove Button Highlighted]
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 trash can to the far right of the user you would like to remove.

9. Click Done.
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.
Outlook 2011

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.