Microsoft Outlook

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

The recommended method of sharing a departmental calendar is using Outlook Web App.

You will need full access to the mailbox to share the calendar. If you do not have full access to the mailbox, please contact the IT help desk to confirm your access. They can be reached at 305-284-6565 or help@miami.edu.

**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**.

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

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

If you do not, please follow the steps below to manually add the calendar.

Outlook 2013/2016

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 2016 and Office 365 for Mac

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

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

3. Enter the name of the person who granted you access in the Search box, select their name and click Open.
4. The shared folder will appear in the left navigation pane under Shared Calendars.
**Outlook Web App**

1. Sign in to your mailbox on [http://email.miami.edu](http://email.miami.edu).
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

The recommended method of modifying access to a departmental calendar is using Outlook Web App.

You will need full access to the mailbox to share the calendar. If you do not have full access to the mailbox, please contact the IT help desk to confirm your access. They can be reached at 305-284-6565 or help@miami.edu.

**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 2016 and Office 365 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

1. Sign in to your mailbox on [http://email.miami.edu](http://email.miami.edu).
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*. 