



## **Office 365 FAQs**

### **Calendar Management**

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## General Information

### Basics

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#### **Are there any best practices when it comes to Office 365 Calendaring?**

- Limit the number of delegates who have access to your Calendar.
- Schedule end dates on recurring meetings.
- Do not forward meeting requests if you are not the meeting organizer.
- Do not delete the meeting requests, it is recommended to take one of the following actions when you receive meeting request/ or update of a previously accepted Meeting Request, Accept/Decline/Propose New Time/Tentatively accept meetings.
- Please don't add yourself as an attendee if you are a meeting organizer, this creates addition conflict.
- We recommend you to process the meeting request only on one Computer, i. e. avoid processing the same meeting request on multiple computer running different versions of Outlook.
- Process meeting requests and updates from the Inbox: Always accept or decline a meeting request from your Inbox. Yes, Outlook allows you to accept or decline a meeting from its time slot on your calendar, but that can leave the meeting request in your Inbox. Leaving the meeting request in your Inbox might confuse you later and definitely leaves any delegates you appointed wondering about whether the meeting was accepted.
- Meeting organizer should not accept the same meeting created by him/her.
- Make sure that you add resource mailbox (conference rooms, vehicles, or AV equipment) in resource field, if you are scheduling a meeting with the resource mailbox.
- The owner and delegate should use the same version of the Outlook client. This includes the same service pack and hot fixes. This is especially important for manager/delegate relationships.
- Avoid using a third party application to process your calendar items.

#### **Are there any useful articles for my reference?**

- Best practices when using the Outlook Calendar
- Working with support to troubleshoot the Outlook calendar in an Exchange environment.

## Calendar Management – Outlook 2016/2013

### Basics

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#### **How do I set up calendar delegate access?**

Please visit [Allow someone else to manage your mail and calendar.](#)

#### **How do I change delegate permissions?**

Please visit [Allow someone else to manage your mail and calendar.](#)

#### **How do I respond to meeting requests for another person?**

Please visit [Manage another person's mail and calendar items.](#)

#### **How do I create meeting requests on behalf of another person?**

Please visit [Manage another person's mail and calendar items.](#)

#### **How do I save sent items in another person's sent items folder?**

Please visit [Manage another person's mail and calendar items.](#)

## Calendar Management – Outlook 2016 for Mac

### Basics

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#### **How do I set up calendar delegate access?**

Please visit [Add and manage delegates in Outlook 2016 for Mac](#).

#### **How do I change delegate permissions?**

Please visit [Add and manage delegates in Outlook 2016 for Mac](#).

#### **How do I open a shared calendar?**

Please visit [Open a shared Mail, Calendar, or People folder in Outlook 2016 for Mac](#).

## Calendar Management – Outlook 2011 for Mac

### Basics

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#### **How do I set up calendar delegate access?**

Please visit [Add and manage delegates in Outlook 2011 for Mac](#).

#### **How do I change delegate permissions?**

Please visit [Add and manage delegates in Outlook 2011 for Mac](#).

#### **How do I open a shared calendar?**

Please visit [See and share multiple calendars](#).