Sharing your own BGSU Exchange calendar in Outlook 2007

Sharing a calendar
Outlook gives you a variety of ways to share calendars with colleagues and friends. It also enables you to download public calendars from the internet, such as the schedule of your favorite pro sports team, and import calendars from other mail services, such as Google Calendars.

When you open your Outlook calendar, you will see the options below in the Navigation Pane (left sidebar):

Sharing your calendar
You have complete control over who sees your calendar and how much detail they see. You can change this information or discontinue sharing at any time.

To invite someone to share your calendar:
1. Select the Share My Calendar option in the Navigation Pane. An e-mail form will open with a checkmark already in the box that says, Allow recipient to view your calendar.
2. Click the To button to open BGSU’s Global Address List and select the recipient.
3. Type any comments you want to make in the body of the e-mail.
4. Click Send.

➢ By default, all sharing invitations give the recipient Reviewer status. This allows the person to read all the details of your schedule, but not to add or change any entries.

5. If this permission level is appropriate, click Yes to allow the person to access your calendar. You will receive the confirmation below.

Need Help?
Technology Support Center (TSC), 110 Hayes Hall
http://www.bgsu.edu/its/tsc Select Self Help or use online form.
☎ 419-372-0999 fax 419-372-9499
Changing permission levels

If the default permission level is not appropriate for someone, follow the procedure below to give him or her access to your calendar:

1. With your Calendar open, find the folder you would like to share in the Navigation Pane and right-click the folder name to open a menu.
   - The folder will be in the middle of your Navigation Pane and will have a small Calendar icon in front of its name. If you do not see a calendar folder like the one illustrated below, click the double arrow to the right of the words My Calendars, and the folder should become visible.

2. Select Change Sharing Permissions from the menu. On the Permissions tab, click Add.
3. In the Add Users form, select the name of the person with whom you would like to share your calendar, and click OK.
4. Use the Permission Level menu to select the level which represents the amount and type of access you would like this person to have.
   - Each time you select a different permission level from the menu, the selection of radio buttons in the lower part of the form will change. Since there are only small differences between some permission levels, you can observe the radio buttons to determine whether you have selected the appropriate permission level.
   - You can also click the appropriate radio buttons to create a Custom permission level.
5. Click OK.

To change permissions for any person with whom you are sharing your schedule:

1. With your Calendar open, find the folder you would like to share in the Navigation Pane and right-click the folder name to open a menu.
2. Select Change Sharing Permissions from the menu. On the Permissions tab, select the name of the person whose access you want to change.
3. Use the Permission Level menu to select the level which represents the amount and type of access you would like this person to have.
4. Click OK.
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To remove all permissions for a person with whom you are sharing your schedule:

1. With your **Calendar** open, find the folder you would like to share in the **Navigation Pane** and right-click the folder name to open a menu.
2. Select **Change Sharing Permissions** from the menu. On the **Permissions** tab, select the name of the person whose access you want to remove.
3. Click **Remove**.
4. Click **OK**.
   ➢ Note that you will not be asked to confirm whether you want to remove this person. If you remove someone in error, you will need to follow the procedure to add him or her.

**Calendar Privacy**

➢ If you have shared your calendar, be sure to mark as **Private** any appointments or tasks that you prefer to keep to yourself.

**Sharing a colleague’s calendar**

**Responding to an invitation to share**

If you receive an e-mail inviting you to share someone’s calendar, simply click the **Open This Calendar** icon in the ribbon to make his or her **Calendar Folder** available in your **Navigation Pane**.

**Requesting access**

If you need to access a colleague’s calendar but have not received an invitation to share, you can ask for permission.

1. Select the **Share My Calendar** option in the **Navigation Pane**.
2. When the e-mail form opens click the checkmark to de-select, **Allow recipient to view your calendar**, and check the box in front of **Request permission to view recipient’s calendar**.
3. Type the e-mail address of the person whose calendar you would like to share in the **To** box, or click the **To** button to open your **Address Book** and select the recipient.
4. Type any comments you want to make in the body of the e-mail.
5. Click **Send**.

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 Guzzle 419-372-9499
Another way to go about this is to:

1. Click the **Open a Shared Calendar** option in the **Navigation Pane**.
2. Type the e-mail address of the person whose calendar you would like to share in the **To** box, or click the **To** button to open your **Address Book** and select the recipient.
3. Click **OK**.

- If you have attempted to open the calendar of a person who has not yet given you permission, you will receive the following message:

![Open a Shared Calendar](image)

- Clicking **Yes** will open a sharing request e-mail with the individual’s address already in the **To** box, and **Request permission to view recipient’s calendar** already checked.
4. Click **Send** and wait for the person’s sharing invitation to arrive.

### Opening a shared calendar

If the box in front of the name of the shared calendar file in your navigation pane is not already checked, check it now. You should see both your calendar and your friend’s calendar on your screen, each with a different colored tab at the top.

There are two ways you can arrange the calendars on your screen.

- **Side-by-Side Mode**:
  - Your screen is split and you see each calendar in half of the screen. Your appointments appear on the **Calendar** tab; your friend’s appointments appear on the tab with his or her name.

![Overlay Mode](image)

- **Overlay Mode**:
  - The two tabs are adjacent to each other and a calendar fills the full screen. Looking closely at the calendar, you will see that both your appointments and your friend’s appointments appear together, in different colors, regardless which tab you select.

- Toggle between the two views using the **View Menu** on the Toolbar.
Group Schedules

If you routinely need to compare the schedules of several people, create a group whose calendars you can view simultaneously.

1. From the Actions menu, select View Group Schedules.
2. Click the New button.
3. In the Group form, click Add Others to select the members of the group.
4. Click Save and Close.

Sharing outside of Outlook

Sending a calendar via e-mail

1. Click the Send a Calendar via E-mail option in the Navigation Pane to open the Send a Calendar via E-mail form.
   - If you have more than one calendar, use the Calendar menu to select which calendar you would like to send.
2. Use the Date Range menu to select the period of time you would like to include in your e-mail.
3. In the Detail menu, select the option that best describes the level of schedule detail to be sent.
   - By default, recipients will only be able to see the times when you are free, and the times when you are busy or out of the office. You can choose to include more than this.
   - Click the Advanced: Show button to see some additional options for formatting the information to be sent.
4. Click OK.
5. An e-mail form will open, showing the calendar information you selected. Review the form to see that it accurately represents the information you want to send.
6. Type the e-mail address of the person to whom you would like to send your calendar information in the To box, or click the To button to open your Address Book and select the recipient.
7. Click OK.

Searching calendars online

You may want to explore the Outlook feature that allows you to add public calendars from the internet to your Outlook calendar. Familiarizing yourself with this process will help you understand another Outlook feature your group or department may want to use – Publish my Calendar on the internet

1. Click Search Calendars Online in the Navigation Pane to open the Outlook Internet Calendars homepage, which describes how internet calendars work.
2. Click the Free Internet Calendars heading on this page to browse a list of calendars accessible through this site.
3. If you find a public calendar you would like to add to Outlook, follow the directions on the website to **Subscribe** to it.

Also on the **Outlook Internet Calendars** homepage, look for a link to other calendar sharing information, including:
- Importing a calendar from Google Calendar into Outlook
- Exporting a calendar from Outlook to Google Calendar
- Subscribing to your Google Calendar
- Synchronizing an Outlook calendar and Google Calendar