

How to Create a New Shared Calendar from a Shared Account

- Open a web browser (Firefox/Chrome/Edge/Safari)
- Visit <u>https://outlook.office.com</u>
- Login with your account
- Click on your initials, top right corner and choose **Open another Mailbox**

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• Enter the email address of your Shared Mailbox, then click on Open

Open another mailbox	
Open Cancel	



• Click on the Calendar icon, top left corner



• Click on Add Calendar

-	Outlook	
	New event	Ī Today ↑ ↓ March 2022 ∨
		Sunday Monday Tuesday
8	SMTWTFS 27 28 1 2 3 4 5	Feb 27 28 Mar 1
Ø	6 7 8 9 10 11 12	
*	13 14 15 16 17 18 19 20 21 22 23 24 25 26	
w	27 28 29 30 31 1 2	
8 0- 	3 4 5 6 7 8 9	6 Mar 7 8
	 United States holidays Birthdays 	13 14 15



• Click on *Create blank calendar*



• Give the new Calendar a desired name. Choose a unique color to distinguish it, then click Save

Add calendar	Create blank calendar
♀ Recommended	This calendar will not be visible to others.
Add personal calendars	Test Shared Calendar
Edit my calendars	Color
🗄 Create blank calendar	$\bullet \bullet \bullet \bullet \bullet \bullet \bullet \bullet \bullet$
Add from directory	Charm
💮 Subscribe from web	
Dr Upload from file	
🕀 Holidays	Add to
TeamSnap	My calendars 🗸
🛞 Sports	
Ţ TV	Save

• Click on the X, to close the Add calendar window



Right click on the newly shared calendar you just created and click on *Sharing and permissions* Test Shared Calence

rest shared calenin		
	Show this only	
	Sharing and permissions	
	Rename	
	Remove	
	Color	>
	Charm	>
	Move up	
	Move down	
	Move to	>

• In the window that opens, type the name of the person you wish to share this calendar with, then click on *Search People*

Sharing and permissions	×
Test Shared Calendar	
Send a sharing invitation in email. You can choose how much access to allow and change access settings any time.	
3faculty Share	
No results found	
You're not sharing this calendar with anyone.	

• You should now see the person below, click on it



	11115510115	×
Test Shared Caler	ndar	
Send a sharing invitat settings any time.	ion in email. You can choose how much access to allow and ch	ange access
3faculty		
3 3faculty-email 3faculty-email-te	test est@uwinnipeg.ca	

• You can now choose the level of permission you would like them to have to the new Shared Calendar. Once you have chosen the level of permission, click on *Share*

Sharing and permissions	×
Test Shared Calendar	
Send a sharing invitation in email. You can choose how much access to allow and cl settings any time.	hange access
3 3faculty-email-test 3 3faculty-email-test@uwinnipeq.ca Can view all details Can view when I'm busy Can view titles and locations Can view all details Can edit	Share
You're not sharing this calendar with anyone.	



Sha	ring and permissions		
Test	Shared Calendar		
Send settin	a sharing invitation in email. You can gs any time.	choose how much access to allow a	and change access
Ent	er an email address or contact name		Share
nside	e your organization		

- This will send an email to the recipient with the Shared Calendar Link allowing them to add the Shared Calendar to their Mailbox.
- You can keep adding more individuals by clicking on the *Enter an email address or contact name* field.
- To change an individual's permissions, click on the pull down arrow and choose the desired permission level.

Test Shared Calendar Send a sharing invitation in email. You can choose how much access to allow and change access settings any time. Enter an email address or contact name Share Inside your organization 3faculty-email-test 3 3faculty-email-test@uwinnipeq.ca Can edit Can view when I'm busy Can view titles and locations Can view all details Can view all details	Sharing and permissions		
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• To delete someone who no longer needs access to the Shared Calendar, you can click on the Trash icon next to their name on the far right.

