

Shared Mailbox Calendar

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A Shared Calendar is just a component of a Shared Mailbox. In most cases, any Shared Calendar you interact with is in fact a Shared Mailbox. The calendar aspect is likely the only part of it being used. This is very common.

I am the owner of a Shared Calendar. How do I grant someone permissions to it?

If you are the owner of a Shared Calendar, it should already appear in your My Calendars list. Click on the **Calendar icon** then under **My Calendars** right click on the calendar you wish to grant someone permission and choose **Properties**.





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	Name	Title	Business Phone	Location	Department E	mail Address
	👗 3faculty-email-test				31	faculty-email-test@
	🍰 Aaron Amado	Facility Attendant			Recreation aa	a.amado@uwinnipe
Remove Properties	Aaron Donachuk	Contract Faculty	204-786-9292	2A27	English a.	donachuk@uwinni
	🚨 Aaron Frost	Instructor	204-786-9246	1T12	Theatre and a.	frost@uwinnipeg.ca
	aron Moore	Associate Professor	204-786-9387	6L13	Political Sci aa	a.moore@uwinnipe
me 🗸	🚨 Aasaimani Thamizhaz	. Postdoctoral Fellow	(204) 786-9044	7L07	Mathematic a.	thamizhazhagan@u
Write	& Abby Falvo	Exam Assistant	204-786-9008	2Ri18C	Student Ser a.	falvo@uwinnipeg.c
Create items	🚨 Abdelhady Elnagar	Contract Academic	N/A	N/A	Education a.	elnagar@uwinnipe
Create subfolders	& Abdikheir Ahmed	Executive Director	204-786-9252	5RI34	Aurora Fam a.	ahmed@uwinnipe
Edit own	& Abdullah Al-Shaghay	CAS Course Instruc	N/A	N/A	Mathematic a.	al-shaghay@uwinr
Edit all	🚨 Abid Vali	Contract Faculty	204-786-9292	TBD	English a.	.vali@uwinnipeg.ca
	Abigail Klassen	Instructor		5Ri60	Philosophy at	b.klassen@uwinnip
	🎝 Abiola Olowolagba	Registration and St	(204) 258-3874	2BC07	PACE a.	olowolagba@uwin
Other	Aboriginal Student Se	. Department Account			Aboriginal as	ssc@uwinnipeg.ca
Eolder owner	🚨 Abu Dukuly	NCDP Case Manager	204-789-4221	5RI53	Aurora Fam a.	dukuly-ra@uwinni
Folder contact	💫 🚨 Abu Kamara	Service Worker	204-988-7556	2MF06	Facilities - S a.	kamara@uwinnipe
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Click on the **Permissions** tab -> **Add** -> Search for a user or group -> **Add** -> **OK**.

By default, the new user will have Free/Busy permissions, which means they will only be able to see the times of meeting on the Shared Calendar, but no other information. Use the **Permission Level** drop down box to select the desired permission. Although there are many possible permissions, and those are even further customizable using the radio buttons and check boxes, you may run into problems when sharing with people using Outlook for Mac. It is recommended that you limit your options to **Free/Busy time**, **Reviewer**, **Author**, **Editor** or **Owner**.





How do I add a Shared Calendar to my Outlook Account?

If you have permissions to a Shared Calendar and you do not see it in your list of calendars, click **Open Calendar** then choose **From Address Book**.



Search for your calendar the click on Calendar and OK.

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Vame	Title	Business Phone	Location	Department	Email Address	
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🛃 Aaron Amado	Facility Attendant			Recreation	aa.amado@uwinnipe	
Aaron Donachuk	Contract Faculty	204-786-9292	2A27	English	a.donachuk@uwinni;	
Aaron Frost	Instructor	204-786-9246	1T12	Theatre and	a.frost@uwinnipeg.ca	
Aaron Moore	Associate Professor	204-786-9387	6L13	Political Sci	aa.moore@uwinnipe	
🖁 Aasaimani Thamizhaz	Postdoctoral Fellow	(204) 786-9044	7L07	Mathematic	a.thamizhazhagan@u	
Abby Falvo	Exam Assistant	204-786-9008	2Ri18C	Student Ser	a.falvo@uwinnipeg.c	
Abdelhady Elnagar	Contract Academic	N/A	N/A	Education	a.elnagar@uwinnipe	
Abdikheir Ahmed	Executive Director	204-786-9252	5RI34	Aurora Fam	a.ahmed@uwinnipeg	
Abdullah Al-Shaghay	CAS Course Instruc	N/A	N/A	Mathematic	a.al-shaghay@uwinn	
Abid Vali	Contract Faculty	204-786-9292	TBD	English	a.vali@uwinnipeg.ca	
Abigail Klassen	Instructor		5Ri60	Philosophy	ab.klassen@uwinnipe	
🖁 Abiola Olowolagba	Registration and St	(204) 258-3874	2BC07	PACE	a.olowolagba@uwinr	
Aboriginal Student Se	Department Account			Aboriginal	assc@uwinnipeg.ca	
Abu Dukuly	NCDP Case Manager	204-789-4221	5RI53	Aurora Fam	a.dukuly-ra@uwinnir	
Abu Kamara	Service Worker	204-988-7556	2MF06	Facilities - S	a.kamara@uwinnipe	
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It will appear in your calendar list, under Shared Calendars.