Calendaring - Sharing and Delegating Your Personal Calendar

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Interse instruction do not apply to team/group shared calendars. They are only for your personal MIT calendar.

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Overview

Your personal calendars can be shared with other users.

- Sharing your calendar allows other users to view or "pencil in" events and receive calendar invites and notifications for your calendar. Although calendar sharing gives another user read or write access, ownership of your calendar stays exclusively with you.
- Delegation allows you to permit other Exchange users to view and send email/calendaring information on your behalf. This allows, for example, an assistant to answer invitations on behalf of a supervisor.

Outlook For Windows

Share your calendar via email

1. Click Calendar.



2. Click Home > E-mail Calendar.



3. In the Calendar and Date Range boxes, pick the calendar and time period you want to share. For example, choose Today only or for the Next 7 days.

Send a C	Send a Calendar via E-mail				
	Specify the calendar information you want to incluc				
	Calendar:	Calendar			
	Date Range:	Today			
		Tue 9/18/2012			

4. Set any other options you want, then click **OK**.

5. In the new email that opens, add who you want the message to go to in the To field, add a message if you want, and click Send.

The person you've sent your calendar will see a snapshot of it in the message.

Busy Out of Of	ice	Elsewhere	□ FI □ 0
Septembe	r 2012		
🔺 Tue, Se	p 18		
	Before 7:15 AM	Free	
	7:15 AM – 11:30 AM	Free	
	11:30 AM – 1:30 PM	Busy	
	1:30 PM – 2:00 PM	Free	
	2:00 PM - 3:00 PM	Busy	
	3:00 PM – 4:15 PM	Free	
	After 4:15 PM	Free	

The message also includes an attached iCalendar (.ics) file that they can open in Outlook or another calendar program. When the recipient clicks the iCalendar file, Outlook displays the file as a new calendar they can view side-by-side with their calendar. They can drag appointments or meetings between the two calendars, and find a time that works for both of you.

Share your Office M365 calendar with people inside your organization

If you have an Office M365 or other Microsoft Exchange-based email account, and you want to share your calendar with someone who is inside you can give them permissions to view your calendar.

Share your calendar with people inside your organization

1. Click Calendar.

Σ			Ź	•••
Items: 8		🐥 Remin	ders: 1	

2. Click **Home > Share Calendar**.



3. In the email that opens, type the name of the person in your organization with whom you want to share your calendar in the **To** box. In **Details**, specify the level of details that you want to share with the person in your organization, and then click **Send**.

-	То	Gm Akers
Send	Subject	Sharing invitation: Adam Barr - Calendar
2010	Request	permission to view recipient's Calendar
	Allow re	cipient to view your Calendar
	Details	Full details -
		Includes the availability and full details of calendar items
		Adam Barr - Calendar Microsoft Exchange Calendar

4. The person in your organization receives the sharing invitation in email, and then clicks Open this calendar.



The shared calendar displays in the Calendar list.

Share your calendar with people outside your organization

Unfortunately MIT's instance of Exchange does not allow for users to share their calendar with people outside the organization.

Change permissions after you have shared your calendar with other people

You can change calendar sharing permissions.

1.Click Calendar.

Σ			ź	•••
Items: 8 🛛 🐥 Reminders: 1				

2.Click Home > Calendar Permissions.

				6	-
Open Calendar 1	Calendar Groups •	E-mail Calendar	Share Calendar	Publish Online •	Calendar Permissions
Manage	Calendars		S	hare	

3. On the Permissions tab, make any changes to the calendar sharing permissions.

4. Click **OK**.to save your changes.

Outlook For Macintosh

Share your personal calendar in Outlook 2016.

You can share your calendars in Outlook 2016 for Mac with others. Permissions you can set range from co-owner to view-only, and you can take away their permissions to see your calendar at any time.

Important: To share your calendar, both you and the person you want to share it with must both have Microsoft Exchange accounts.

Share a calendar with someone

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



2.Select the calendar you want to share

3.On the Organize tab, click Calendar Permission.



If the **Open Shared Calendar** or **Calendar Permissions** buttons are unavailable, you might need to change one of your settings.

4. In the Calendar Properties box, click Add User.

	Ca	endar Pro	perties	
(General	Storage	Permissions	
User	Role			
Default	Custor	i i		
Anonymous	None			_
Permission Lev	el: Cu	stom	Remove	Add User
Read		v	Vrite	
None Time, sub Free/Busy Full detail	ject, locatio r time s	n	Create item Create sub Edit own Edit all	ns folders
Delete		c	ther	
Own All			 Folder visib Folder cont Folder own 	ole tact er
			(Cancel OK

- 5. In the Search box, type the name of the person with whom you want to share your calendar.
- 6. When you see their name appear in the list, click it and then click $\boldsymbol{\mathsf{Add}}.$

	Calendar Prope	erties	
Q Keri Mils			0
Keri Mills Sr. Project Manager			
		Cancel	Add

Tip: Their name will show up in the Calendar Properties box.

7. In the **Calendar Properties** box, click the **Permission Level** down arrow, and choose the permission level to assign to the person you added. Note that the default **Read**, **Write**, **Delete**, and **Other** options change based on the permission level you choose.

Permission Level: Owner	0
Read	Vrite
None	Create items
Time, subject, location	Create subfolders
Free/Busy time	Edit own
Full details	Edit all
Delete	Other
None	✓ Folder visible
Own	✓ Folder contact
All	✓ Folder owner
	Cancel

8. Check the boxes that apply in the Read, Write, Delete, and Other sections, and then click OK.

Permission levels defined

You can grant different permission levels to different individuals. The default is free/busy, which shows only your free/busy status in the scheduling assistant.

In order for Mac users to see your calendar in iCalendar, they'll need to be assigned the Reviewer permission level.

Calendar Properties			
	General	Storage	Permissions
User	Role		
Default	Review	er	
Anonymous	None		
Permission Lev Read None Time, sub Free/Busy Free/Busy	No Ow Pu Edi Pu Au No el: V Re Co Fre Fre Fre s	ne mer blishing Ed blishing Au thor nediting A viewer ntributor nributor n	itor thor uthor ly me, Subject, and Location create subroiders Edit own Edit all
Delete		0	ther
None			Folder visible
Own			Folder contact
			Folder owner
			Cancel

This table explains the privileges that are associated with each permission level.

ACTION	PRIVILEGE	RECIPIENT OF SHARED CALENDAR
Read	None	Is blocked from reading anything on the shared calendar
	Time, subject, location	Can see when you are free and busy but no other details
	Free/Busy time	Can see when you are free and busy but no other details
	Full details	Can read everything on your calendar
Write	Create items	Can create meetings and appointments on your calendar

	Create subfolders	Can create a folder under the shared calendar. This is a place where you can schedule appointments but not meetings.
	Edit own	Edit meetings and appointments they created but not those created by the person sharing the calendar
	Edit all	Edit all meetings, appointments, and folder contents regardless of who created them
Delete	None	Is blocked from deleting anything on the shared calendar
	Own	Can delete meetings and appointments they created but not created by the person sharing the calendar
	All	Delete all meetings, appointments, and folder contents regardless of who created them
Other	Folder visible	View the folder (or sub-calendar)
	Folder contact	Receive messages about a public show and resolve duplication or overwrite issues.
	Folder owner	Add, edit, and remove appointments.

Remove calendar sharing permissions

- 1. At the bottom of the navigation pane, click Calendar.
- Select the user you want to remove calendaring permissions from.
 On the Organize tab, click Calendar Permissions.



4. In the Calendar Properties box, click Remove, and click OK.