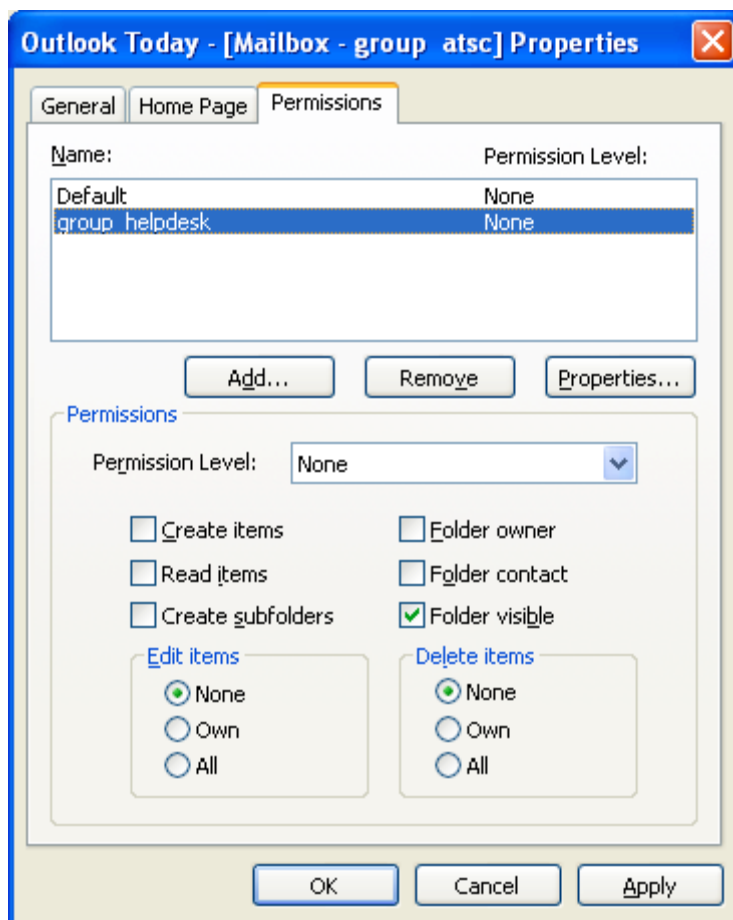


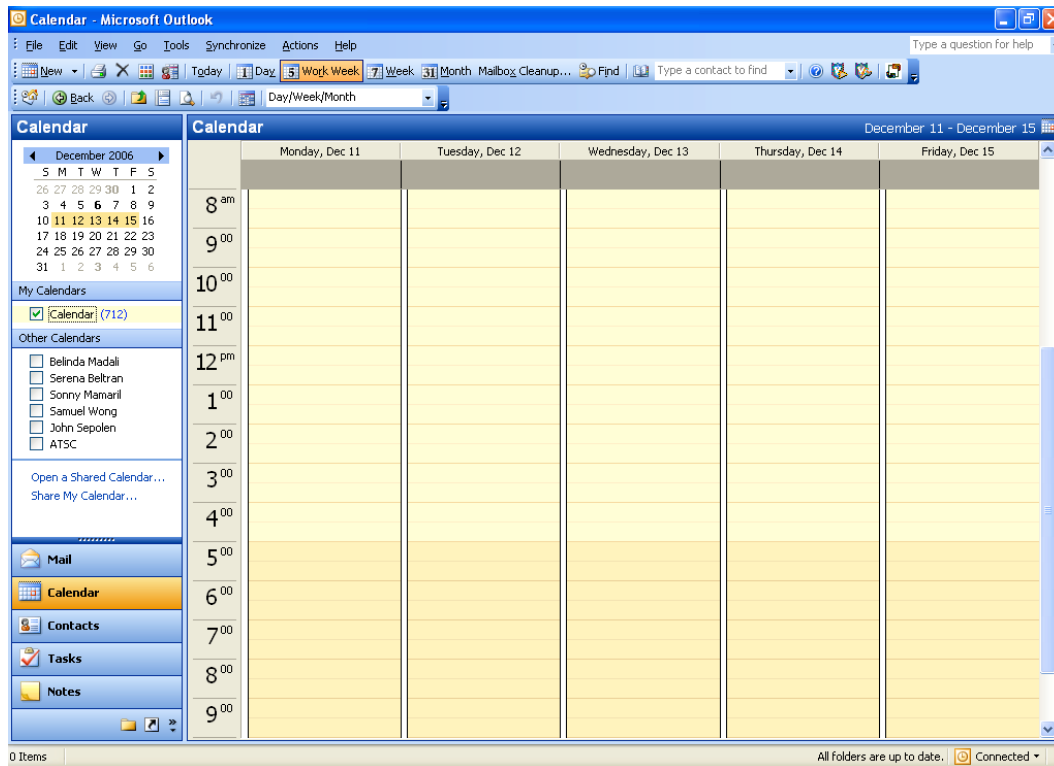
How to Share Multiple Calendars in Outlook 2003

Often a user will keep multiple calendars that need to be shared with colleagues. For example, they'll have their personal calendar and then a calendar for staff schedules. This guide will walk you through the steps to share multiple calendars with others.

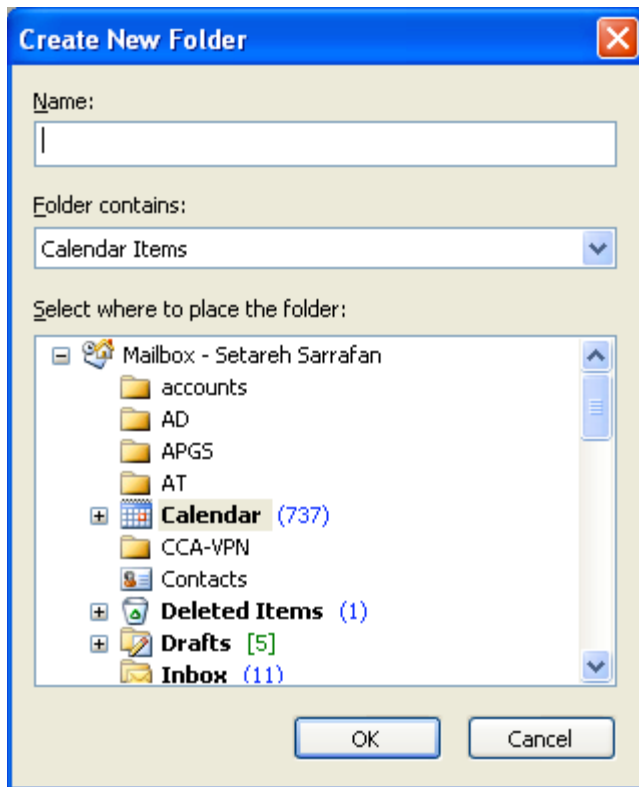
Open Microsoft Office Outlook 2003. By default only your personal calendar can be shared but if you want to share multiple calendars you have to give 'Folder Visible' rights to your Mailbox. This doesn't allow anyone to look at your mail but it allows them to get to your Mailbox in order to get to the multiple calendars there. Right-click on your 'Mailbox' and then select 'Properties'. Click on the 'Permissions' tab. Click the 'Add' button and select the user that you want to be able to see your multiple calendars. With the name of the user highlighted click the checkbox next to 'Folder Visible'. Click Apply and OK to save the changes. You have now made your Mailbox visible to that user.



Now you can create multiple calendars under your Mailbox to share. Click on 'Calendar' on the left side of the window, towards the bottom. You will be in the Calendar window of Outlook:

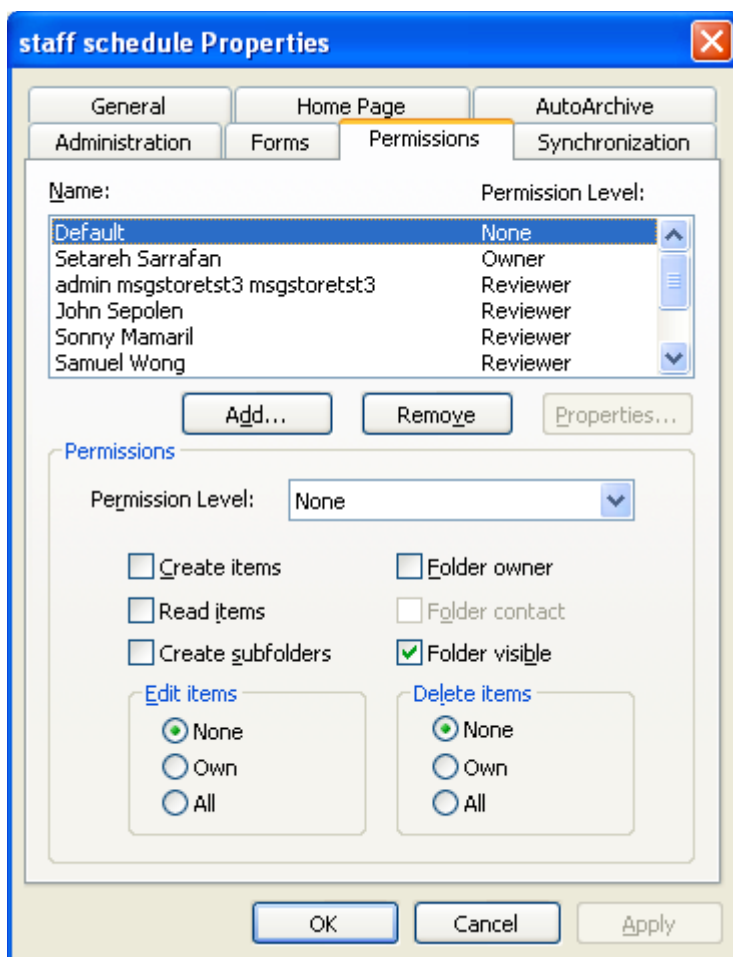


Under the 'File' menu select 'New' and 'Folder'. Note that under 'Folder' contains' it should say 'Calendar Items'. Also note that if you want to share the calendar it needs to be under your Mailbox tree.



Give a name to the new calendar and click 'ok'.

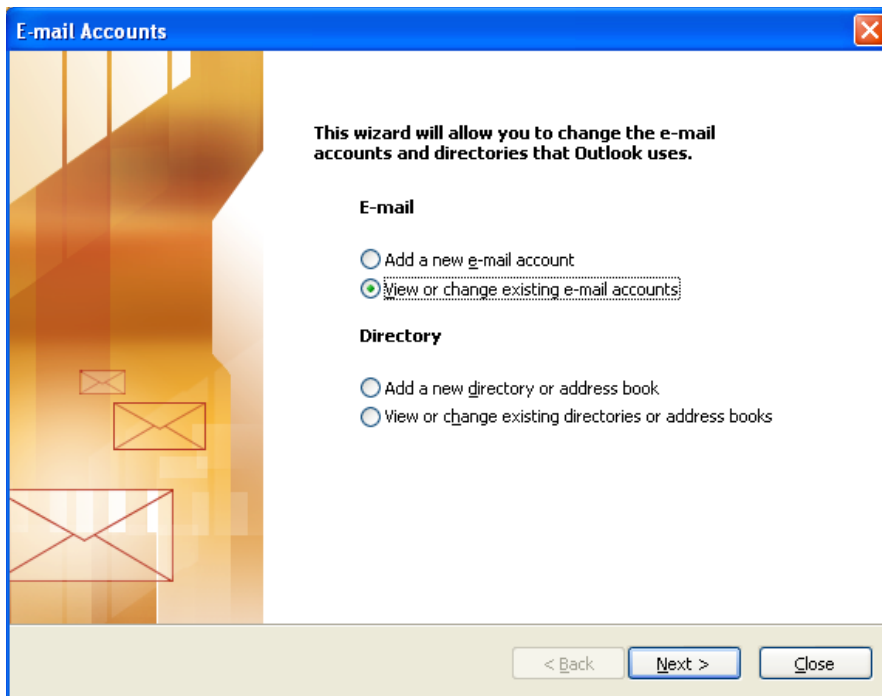
Back at the main Calendar screen look for the new calendar in the left column and right click the calendar and select 'Sharing' to get to the permissions window:



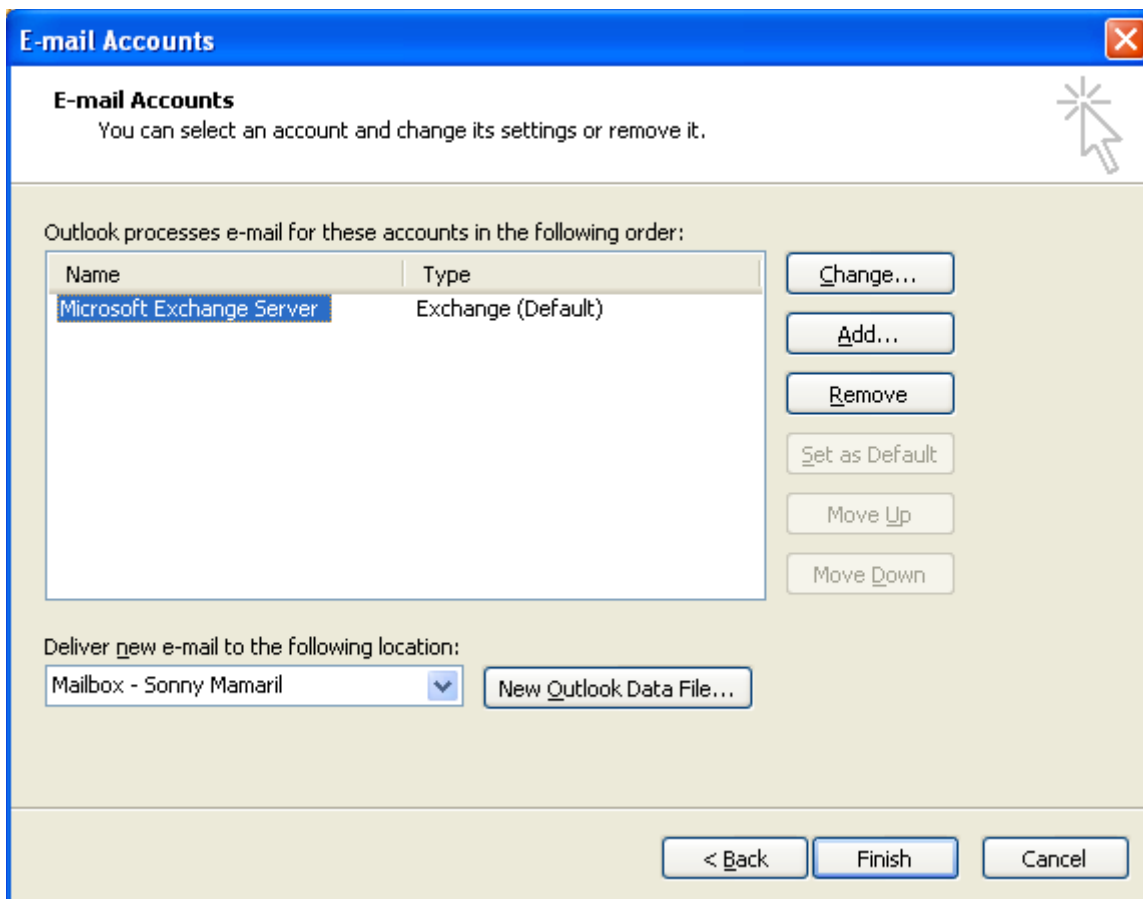
Note that at the top of the window it indicates the name of the calendar you want to select permissions for, in this case the calendar is called 'staff schedule'. By default the permissions on your personal calendar will be carried over to the new calendar. You can see that those that have 'Reviewer' permissions on the personal calendar also have them on this new calendar. If you want to adjust the permissions for this calendar do that and click 'ok'.

Those that now have permissions on this new calendar can access it by following these steps:

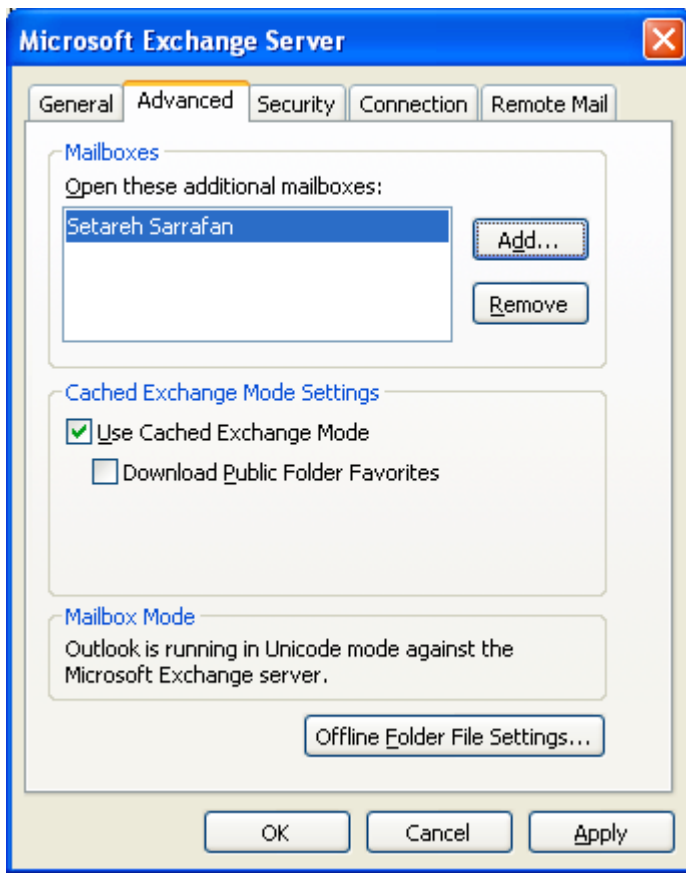
In Outlook go to 'Tools' and select 'Email Accounts'.



Select the option to 'View or change existing e-mail accounts' and click 'next'.



With the Microsoft Exchange Server highlighted click 'change' and then select 'more settings'. In the Microsoft Exchange Server window go to the 'Advanced' tab and click 'Add' to add the name of the account you're trying to access. Click 'ok'.



Click 'next' and click 'finish'. Back in the main Outlook calendar screen you should see the additional calendars listed.

The screenshot shows the Microsoft Outlook interface with the Calendar view selected. The main window displays a staff schedule for 'Setareh Sarrafan' from October 02 to October 06, 2006. The calendar is in 'Work Week' view, showing a grid of time slots from 8 am to 7:00. The days of the week are Mon 02, Tue 03, Wed 04, Thu 05, and Fri 06. A tooltip for 'Out sick: SW' is visible on Thursday, October 5th, and another tooltip for 'Dentist Appt: SB' is visible on Friday, October 6th. The left sidebar shows the 'My Calendars' section with 'staff schedule in Mailbox - Setareh Sarrafan' checked. The bottom status bar indicates '2 Items' and 'All folders are up to date. Connected'.

For more information about sharing calendars and using Outlook see the Exchange website at:

<http://www.csueastbay.edu/ics/atsc/exchange>