Calendar sharing utilizing Outlook 2010 and Office 365

Microsoft Outlook 2010

Required Items: Microsoft Outlook 2010

This guide will assist you with sharing an Office 365 calendar with another individual on Office 365. Sharing can also be accomplished via the Office 365 web interface, however the sharing permissions are extremely limited so YSU recommends using the Outlook client. These instructions assume you already have Office 365 configured within Outlook 2010. This guide is broken down into steps. Please complete each step prior to moving onto the next.

**Step 1:** Open Outlook 2010 and select the Calendar item from the task pane on the left
Step 2: Right click on the calendar you wish to share (under My Calendars), select Share, and select Calendar Permissions.

Step 3: You will now be presented with the Calendar Properties window.

Click the Add button.
Step 4: Click the Advanced Find button

Step 5: Enter the first name and last name of the person you wish to share the calendar with and click OK.

Step 6: You will be returned to the Add Users window with a list of results matching your search criteria. Select the appropriate person from the list and click Add.
Step 7: Verify the correct user was added and click OK.

Step 8: The user will now appear in the Permission list. Highlight the user and select the appropriate permission level(s) according to the access you wish to grant them.

See the last page of this guide for a description of each setting.

Step 9: Click OK.

Continue to Step 10 to send an email notification to the user to add the calendar.
**Step 10:** Right click on the calendar you wish to share (under My Calendars), select Share, and select Share Calendar.

**Step 11:** Click the To... box and select the user you granted permissions to in Step 7 (Refer to steps 4 – 7 to select the user via the Add User window).

**Step 12:** Click Send.
Step 13: Click the Yes button. You can ignore the Permissions notification, as Outlook will retain the settings you configured in Step 8

Congratulations! You have successfully shared your calendar with another user.

Permissions Breakdown

Read
Read refers to what a person can see in your calendar.

- **None** - User cannot see any of your appointments, including whether you are free or busy. This can only be set for all users (the name, "Default"), not for individuals; cannot be opened in schedule assistant.
- **Free/Busy time** - User can see if you have an appointment at a certain time, but cannot see the location nor the name of the appointment.
- **Free/Busy time, subject, location** - User can see if you have an appointment, its subject/title, and its location.
- **Full Details** - User can view all information about an appointment.

Write
This set of permissions refers to whether or not one can create events in your calendar, and modify these entries. You can select more than one option at a time.

- **Create items** - Individual can create appointments and meeting requests on your calendar.
- **Create subfolders** - Not Applicable
- **Edit Own** - User can modify/change any items they created in your calendar, such as appointment time, subject, etc.
- **Edit All** - Same as above, but can edit all entries created by yourself and other users.

Delete Items

- **None** - User cannot remove entries in your calendar, regardless of whether or not they created it.
- **Own** - User can delete any entry they have created.
- **All** - User has access to delete all entries, even ones you have created.

Folder

- **Folder Owner** - This option will automatically be selected if you are a "Contributor" or above. It allows one to open an entire calendar in a Outlook and Outlook Web Access to see details of meetings.