

MS Outlook: Multiple Calendars

We encourage users to share their calendar with others. This document provides guidance on:

- Sharing your calendar with others, how to open a calendar someone has shared with you.
- Changing sharing permissions (level of access) of those you have shared your calendar with.
- Creating your own additional calendars and viewing them alongside your main calendar.

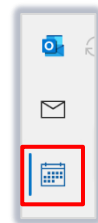
Share your calendar with others

Your Outlook calendar stores information about your meetings and appointments. You can choose to make this information available to other University Outlook users by sharing your calendar with them.

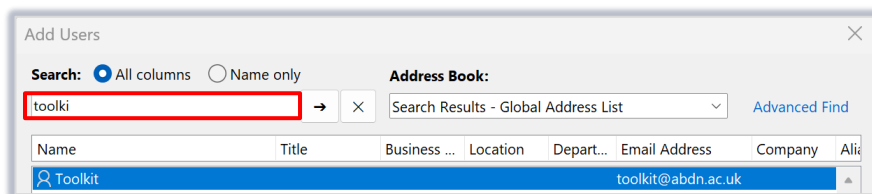
Note: Your **Free/Busy** times are available to others *without* you having to share your Calendar – see [Default permissions](#).

Share your calendar with a colleague, and request to share their calendar

1. Click on the **Calendar** icon at the side of the Outlook window
2. Click the **Home** tab and click **Share**.



3. A **Calendar Properties** window opens at the **Permissions** tab.
 - Click the **Add** button and browse the Global Address List to search for the person you wish to share your Calendar with.



- Double-click their name, then click on the **OK** button to return to the **Permissions**.
4. Their mailname is highlighted in the **Currently Sharing with** section. In the **Permissions** section, choose from either:
 - **Can view when I'm busy** (when you are free or busy)
 - **Can view titles and locations** (when you are free or busy, plus the subject of your calendar appointments)
 - **Can view all details** (all information in your calendar with exception to appointments/meetings you have flagged as private)



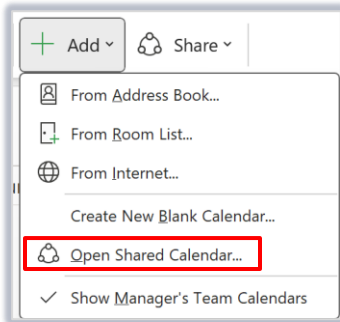
Note: If you share and grant *Delegate* access to someone, they can only see your private items if you set the **Delegate can see my private items** check box from the *Account Settings>Delegate Access>Permissions*.

5. Click **OK**.
6. They will receive an automated email from you informing them you have shared your Calendar with them and their access.

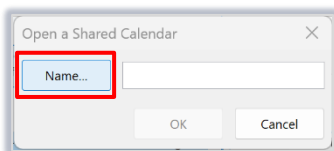
To view a shared calendar

You can access your shared calendars from a list at the left of the Calendar window. If a calendar is missing from the list, you can add it manually.

1. From the **Home** tab, click **Add Calendar** and select **Open Shared Calendar...**



2. Click the **Name...** button and browse the Global Address List to locate and highlight the name of the person who has shared their calendar with you. Click **OK**.



3. Click **OK** again.
4. Your colleague's name will appear under **Shared Calendars**.

Once you have opened a shared calendar, it will remain listed under **Shared Calendars** - even if your colleague stops sharing the calendar with you.

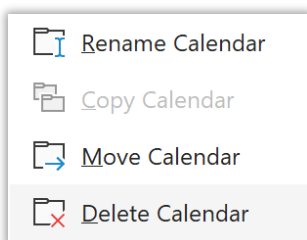
There is no limit to the number of Calendars you can share. You can reorder the calendars in the list by clicking on a name and dragging it above or below other names.

To hide a colleague's calendar

1. Under **Shared Calendars**, untick the checkbox next to the calendar you want to hide. The shared calendar remains listed, but is hidden.
2. To display the calendar again, simply tick the checkbox.

- To remove a shared calendar

To remove a shared calendar, right-click on its name and select **Delete Calendar** from the pop-up list.



Change sharing permissions for your calendar

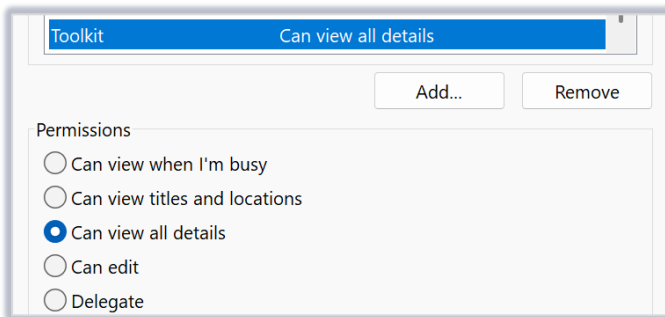
By default, when you share your calendar with others using the above method, they will have **Reviewer** (Read only) permissions.

To change the level of permissions granted to another user

1. From the **Home** tab, click **Share Calendars**



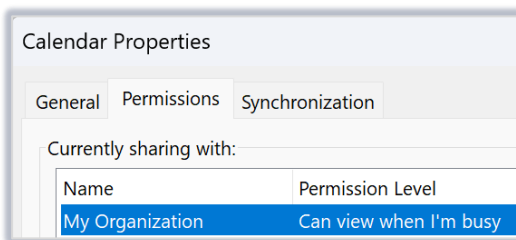
2. A **Calendar Properties** window opens at the **Permissions** tab.
3. Select the name of the user whose permissions you want to change.
4. Select the appropriate **Permissions** by clicking on the radio button.



5. Click on **Apply** and **OK**.

Default permissions

- In the **Calendar Properties** dialog box, you'll notice **My Organization** listed under the **Name** column. The default permissions are **Can view when I'm busy**. This allows anyone at the University who is sending you a meeting request to see when you're available.
- We recommend you leave the **My Organization** permissions set to **Can view when I'm busy**.



About permission levels

When you share *any* of your Outlook folders, including your Calendar, with another user, the level of access you grant to that user depends on the **Permissions Levels** you assign to them; in other words, *you* control what they can access.

There are nine predefined Permission Levels that you can assign to a user when sharing with them:

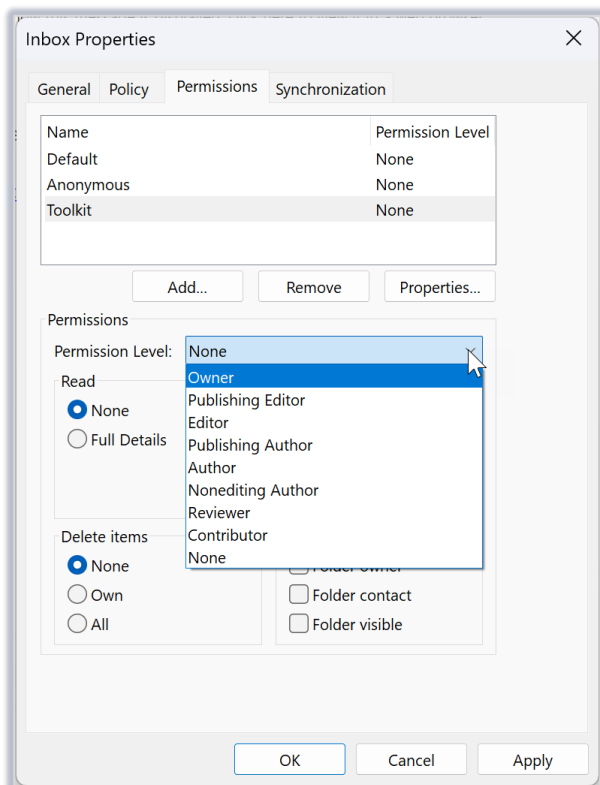
Permission Level	A user with this level...
Owner	Has full rights to the mailbox, including assigning permissions. It is unlikely that you would want to assign this role to anyone.

Permission Level	A user with this level...
Publishing Editor	Can create, read, edit, and delete all items*, and create subfolders.
Editor	Can create, read, edit, and delete all items*.
Publishing Author	Can create and read items*, create subfolders, and edit and delete items they've created.
Author	Can create and read items*, and edit and delete items they've created.
Nonediting Author	Can create and read items*, and delete items they've created.
Reviewer	Can read items*.
Contributor	Can create items*. This allows users to drop items into a folder but not to read them once dropped.
None	Has no access.

*Items include email messages, appointments, contacts, tasks, journal entries, notes, posted items, and documents.

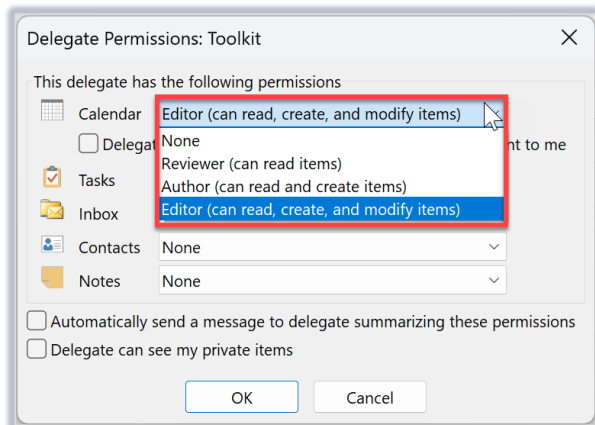
To set permissions for your Inbox

1. In Outlook, right-click on **Inbox** and click **Inbox Properties**. Next navigate to the **Permissions** tab.
2. Select **Add** if the user is not listed, otherwise select their name.
3. Select the appropriate permissions by selecting the **Permission Level**: drop-down to select



To set permissions for a Delegate

1. From the **File** tab, click **Account Settings**.
2. Select **Delegate Access**.
3. Click **Add...** if the user is not listed, otherwise select their name.
4. Click **Permissions...**
5. Select the appropriate permissions on each object: Calendar, Tasks, Inbox, Contacts or Notes from the **Permission Level:** drop-down.



6. Once you are complete, click **OK**.
7. Click **OK**.



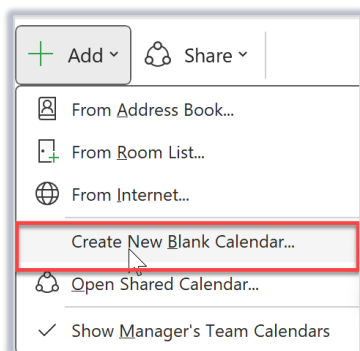
In Delegate Access, the permissions drop-down menu is condensed to None, Reviewer, Author and Editor

Create and view your own additional calendar(s)

It is possible to create your own additional calendar(s) in Outlook. For example, you might want to keep your personal appointments separate from your work appointments.

Create an additional calendar

1. Click the **Home** tab, then click **+Add**, then **Create New Blank Calendar**.



2. In the **Create New** dialog, give your folder a name, e.g. *Personal*, and click **OK**.
3. Your new, additional calendar is added to the **My Calendars** list below your main calendar.

Note: Your main calendar is always called **Calendar**. In the **Folder List** view, your new calendar is displayed as a subfolder of your main calendar.

View an additional calendar alongside your main calendar

1. Under **My Calendars**, tick the checkbox alongside your additional calendar's name.
2. To hide it again, simply untick the checkbox.

Copy an appointment from one calendar to another

1. Make sure both your calendars are in view
2. Click on the appointment you want to move and drag it from one calendar to another

Note: Reminders are only available for items in your main calendar. If you need a reminder for an appointment in an additional calendar, leave a copy of the appointment in your main calendar.

Un-share your additional calendar(s)

Additional calendars are simply *subfolders* of your main calendar folder. Therefore, when you create an additional calendar in Outlook, it inherits the properties of your main calendar, including any sharing permissions you have set up for colleagues.

If you do not wish your colleagues to see your additional calendar, you must remove the sharing permissions for the additional calendar.

Note: This will not affect sharing permissions you have set for your main calendar.

Remove sharing permissions for your additional calendar

1. Under **My Calendars**, right-click on your additional calendar and select **Sharing Permissions** from the pop-up menu.
Note: You may need to click the **arrow** symbol next to **My Calendars** to display calendars.
2. Click the **Permissions** tab, highlight a colleague's name and click on the **Remove** button.
3. Continue to remove the names of those you do not want to share your additional calendar with.
4. Click on **Apply**, then on **OK**.

Further information and help

Use MyIT to report an issue to the IT Service Desk: <https://myit.abdn.ac.uk>