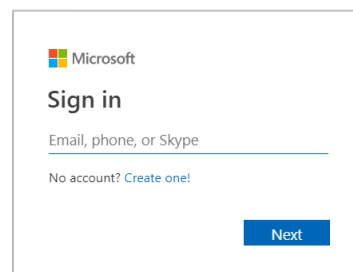


Outlook Web App: Sharing Calendars

This quick guide explains how to share a calendar in OWA.

Sign into your University email account in OWA

1. In a web browser (e.g. Chrome), go to the [StaffNet homepage](#), scroll down to **Quick Links** and select **Staff Email**
2. In the **Sign in** dialog, enter in your email address in the format *yourusername@abdn.ac.uk*, e.g. *s99jb7@abdn.ac.uk*
3. Click **Next**
4. Enter in your password and click **Next**
5. If you have no other Office 365 apps open or have switched accounts, you will be prompted to authenticate. See [What is Multi-factor Authentication?](#) for more information.



You may want to add the OWA login page – i.e. <https://outlook.com/abdn.ac.uk> – to your web browser as a **Bookmark** or **Favourite** for quick access to OWA.

OWA interface

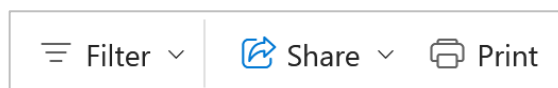
The OWA interface opens in a new browser window or tab showing your **Email**.

To display your calendar, click the **Calendar** icon at the left of the Email pane beneath the Apps launcher.



Share your Calendar

1. To share your Calendar, either
 - Click **Share** on the Action toolbar and choose **Calendar**, or
 - Click **Settings** (cog icon) on the Navigation bar, type **share** in the search box and select **Share a calendar**
 - Then in the **Settings > Shared calendars** dialog, under **Shared calendars**, click **Select a calendar** and choose **Calendar**
2. In the **Sharing and permissions** dialog that opens, **Enter a name or email address** of the individual you want to share your Calendar with
3. **Select** the correct person from the suggested results if required, or click **Search People** to search for more from the Global Address List (GAL) or your own personal contact lists
4. Once you have selected the person, choose the level of permission you want to grant them:
 - **Can view when I'm busy** (only see free/busy information)

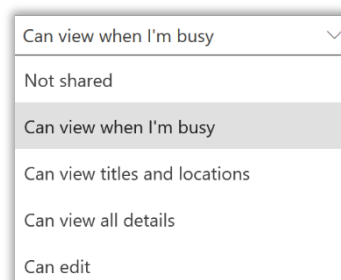


- **Can view titles and locations** (can see the description of meetings, free/busy and location information)
- **Can view all details** (can see full details apart from any meetings that have been marked as Private)
- **Can edit** (can edit your calendar as well as view all details of calendar items)
- **Delegate** (can edit your calendar, view full details and send and respond to meeting requests on your behalf)

6. Click **Share**. The person you shared your Calendar with will receive an email notification

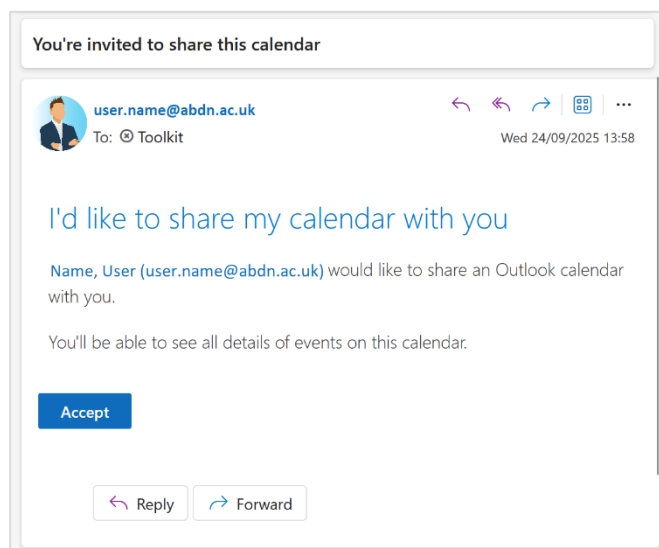
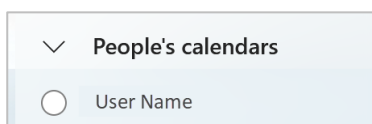
Edit your sharing permissions

1. Click **Share** on the Action toolbar and choose **Calendar**
2. Locate the person whose permissions you want to change, click on the drop-down list to the right of their name and select the appropriate permission option
3. To remove sharing, click on the **Waste Bin** icon alongside their name
4. Click **X** to close



View a Calendar someone has shared with you

1. When someone shares their calendar with you, you will receive an email invitation.
2. The permissions given are displayed in the message
3. To accept and open the shared calendar, click on **Accept**
4. The shared calendar will now be visible in your Calendar's Browser pane, beneath the heading **People's calendars**



5. To view the owner of a calendar, click on their name. Their Calendar will overlay yours by default. Click on Calendar view drop-down and select **Split view** to see calendars side by side from the Action Toolbar



When multiple calendars are opened at the same time, the calendars are overlaid in the same view. To help differentiate the calendars, you can change the colour of each. Click **More options (...)** to the right of each name on the **People's calendars** list, click **Colour** and choose a colour.

6. To close a shared calendar, click on the calendar owner's name

Further information and help

More information about working in Outlook Web App, visit [Microsoft's support page](#).

You can also use MyIT to log calls with [the University's IT Service Desk](#)