DIGITAL METRO NORTH

Microsoft Outlook Calendar Sharing

In Microsoft Outlook, you can share your calendar and add other calendars that have been shared with you. Allowing you to view or manage the calendars for generic and staff accounts.

Adding a calendar

1. In *Microsoft Outlook* click on the **Calendar** icon on the bottom left hand corner of your screen.



2. Select the **Home** tab from the *Microsoft Outlook* toolbar and click **Open Calendar**.

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3. From the list select From Address Book.



4. In the **Search** field enter the name of the calendar, select **Go** and the calendar will now be added to your shared calendars.

Select Name: Offline QH GAL			
Search: Name only OMore	columns	Address Book	
1	Go	Offline QH GAL - Jonaa.Eva@health.qld.gov.au 🗸	Advanced
Name	Title		BL
#Result Template			
(old) Technology Services Man	a		

- Quick Reference Guide
- 5. The Shared Calendars list is on the lefthand side of your screen in the Calendar Navigation Pane.

✓■ Shared Calendars
✓ QDA
Alison Lingard
✓ Kim Decke
Tim Saul

Select the check box to view the calendar. Multiple calendars selected will appear side by side.

Sharing a calendar

1. In *Microsoft Outlook,* click on the **Calendar** icon on the bottom left hand corner of your screen.



2. Select **Home** from the *Microsoft Outlook* toolbar then click **Share Calendar.**

File	Home	Send / Re	ceive Fold	er View	Help	Enterprise Vault		ADOBE F
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New			Skype Meeting	Share				

Note: You need to be an owner to share a calendar.

3. Enter the email address of the person are sharing your calendar with.



4. Select the **Details** dropdown box and choose the level of access you are granting.



5. Once permissions have been set select **Send** and the staff member can add the calendar.

