

Create a Shared Calendar in Outlook 2007

Situation:

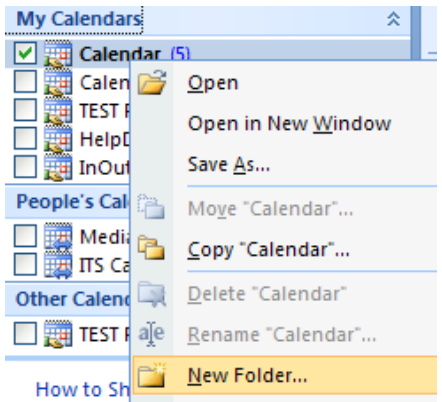
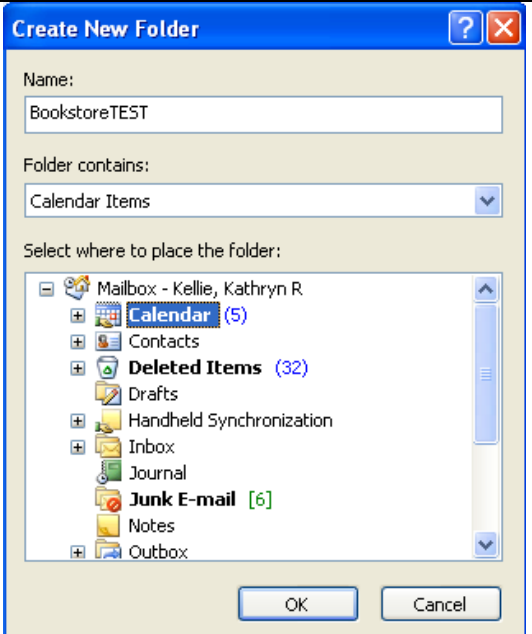
A group of people, who have Outlook Exchange accounts would like to share a calendar so they can read, enter and edit appointments.

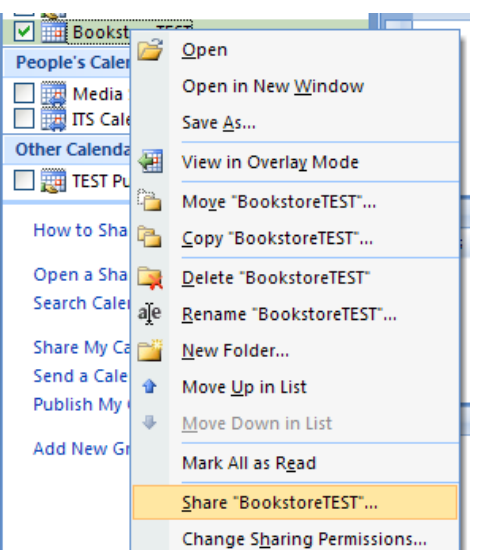
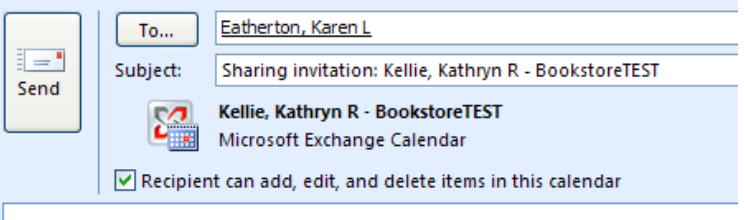
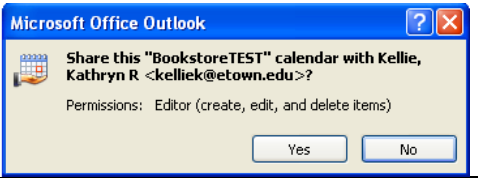
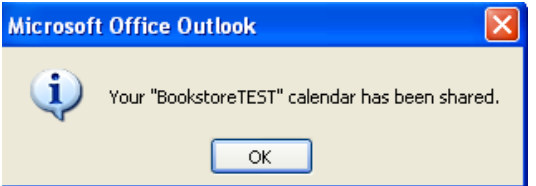

Overview:

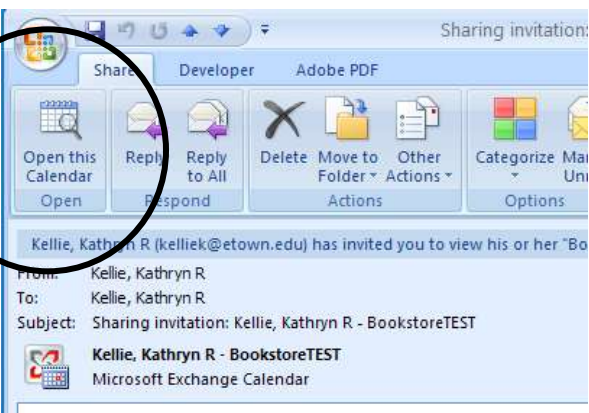
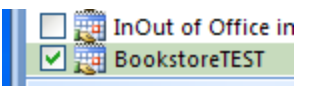
This calendar is in addition or sub-calendar to your main calendar. You must have Outlook 2007 to create and read additional or sub calendars. You will create an additional calendar then setup sharing permissions.

Step by Step Instructions:



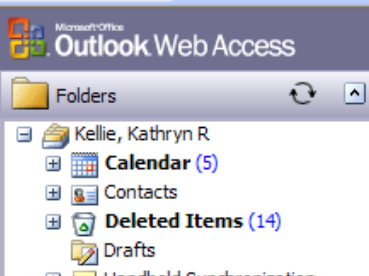
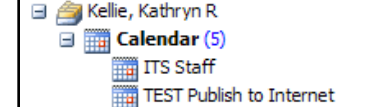
Create the Calendar

1.	Select the Calendar	
2.	The top most calendar is your main calendar	
3.	Right mouse click this calendar	
4.	Click New Folder	
5.	Name: Type the name of the calendar Folder contains: Calendar Items Select where to place the folder: Click Calendar Click OK	

6.	Select the calendar you just made by clicking it once	
7.	Right mouse click the calendar you just made Click Share "xxxxxx" Where xxxxx is the name of the calendar you just made	 <p>The screenshot shows a calendar application window with a context menu open over a calendar item. The menu options include: Open, Open in New Window, Save As..., View in Overlay Mode, Move "BookstoreTEST"..., Copy "BookstoreTEST"..., Delete "BookstoreTEST", Rename "BookstoreTEST"..., New Folder..., Move Up in List, Move Down in List, Mark All as Read, Share "BookstoreTEST"..., and Change Sharing Permissions... The 'Share' option is highlighted in yellow.</p>
8.	Type the email addresses of the people who need to work with this calendar Check Recipient can add, edit, and delete items on this calendar Don't check if you only want the person to be able to read appointments	 <p>The screenshot shows an email sharing invitation dialog box. The 'To...' field contains 'Eatherton, Karen L'. The subject is 'Sharing invitation: Kellie, Kathryn R - BookstoreTEST'. The recipient is 'Kellie, Kathryn R - BookstoreTEST' with a Microsoft Exchange Calendar icon. A checked checkbox indicates 'Recipient can add, edit, and delete items in this calendar'. There is a 'Send' button on the left.</p>
9.	Click Send	
10.	Click Yes	 <p>The screenshot shows a Microsoft Office Outlook dialog box titled 'Share this "BookstoreTEST" calendar with Kellie, Kathryn R <kelliek@etown.edu>?'. The permissions are set to 'Editor (create, edit, and delete items)'. There are 'Yes' and 'No' buttons.</p>
11.	Click OK	 <p>The screenshot shows a Microsoft Office Outlook information dialog box titled 'Your "BookstoreTEST" calendar has been shared.' with an 'OK' button.</p>
Others Open the Shared Calendar		
12.	They will receive an email from you	 <p>The screenshot shows an email subject line: 'Sharing invitation: Kellie, Kathryn R - BookstoreTEST'.</p>
13.	They open the email	

14.	They click Open this Calendar	
15.	They need to check the calendar to see it	

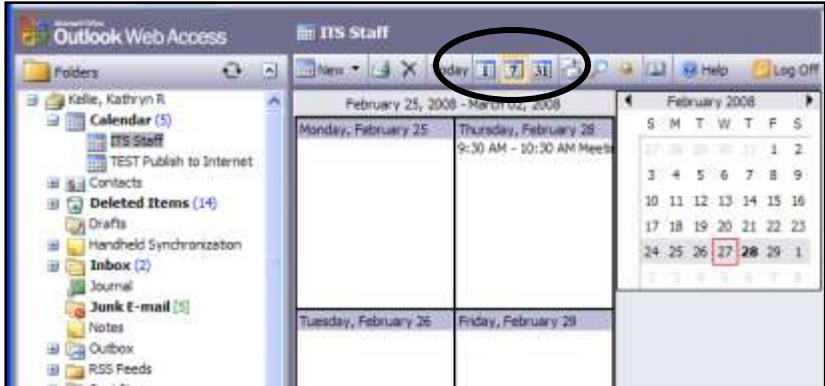
View the sub-calendar in Outlook Web Access

16.	You must be able to see the calendar in regular Outlook 2007	
17.	You must use Microsoft's Internet Explorer Start the IE7 Browser 	
18.	When you log in, make sure to use Premium Client	
19.	In the folders column, click the plus (+) in front of Calendar	
20.	Sub calendars are displayed	
21.	Click the sub calendar (Ex.: ITS Staff)	

22.

The calendar is displayed

Change the view from day to week or month



23.

You can read and create appointments

Example: Creating an appointment

