Sharing Your Calendar



Objective

This document provides instructions on how to share your calendar with other people in Outlook 2013 (after your LAUSD mailbox has migrated to Office 365).

Coordinating schedules is obviously easier when you provide someone with permissions to view your calendar. Whether you'd like to share the on-going details of your calendar with your principal, or give a parent a brief snapshot of your schedule next week, Outlook Calendar allows you to do both.

Part 1 - Calendar Details

By default, you have permission to see the basic availability (Free, Busy, Tentative, Out of Office, etc.) of any District employee, and likewise any District employee can see your availability. (See *Viewing Other People's Calendars*.) However, there are two other levels of detail that you can share with others.

Permission Level	Details
Availability only	Shows availability only (Free, Busy, Tentative, Out of Office, etc.)
Limited details	Shows availability and the subjects of your calendar items
Full details	Shows availability and all the details of your calendar items

Part 2 - Share Your Calendar

1. Select the **Home** tab in the top left corner, and click the **Share Calendar** button.

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2. This opens the Sharing Invitation window. In the **To** field, type the names of one or more people with whom you want to share your calendar (the "recipients").

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Send Request p	ermission to view recipient's Calendar				

- 3. If you would like to request permission to view full details of the recipient's calendar, select the **Request permission to view recipient's Calendar** checkbox.
- 4. Ensure the **Allow recipient to view your Calendar** checkbox is selected.
- 5. In the **Details** drop-down menu, specify the level of details that you want to share with the recipient.



6. In the text field below, type a message describing why you are sharing your calendar.

Hi Alicia,	
I thought this might help us better compare our travel schedules.	

7. Click the **Send** button.



8. In the confirmation screen, click **Yes**.



9. The recipient receives your sharing invitation in email, and clicks **Open this Calendar**. If you requested permission to view the recipient's calendar, he or she also has the option to **Allow** or **Deny** your request.

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Calend	 Julian Isla (juliani@sadatrain.onmicrosott.com) has requested permission to view your Calendar. Allow or deny permissions by clicking the buttons above. This person has also invited you to view his or her Calendar. Julian Isla - Calendar Microsoft Exchange Calendar 																	
Hi Alicia I thoug	ı, ht this mi	ght hel	p us be	tter con	npare	our travel sc	hedules.											

10. The recipient(s) can toggle your calendar on and off in the Shared Calendars group.

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Part 2 - Email Your Calendar

You can forward a portion of your calendar to another person in an e-mail.

1. Select the Home tab in the top left corner of your Calendar view, and click E-mail Calendar.



2. This opens a new message window and the Send a Calendar via E-mail dialogue box.

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	Detail:	Availability only Time will be shown as "Free," "Busy," "Tentative "Working Elsewhere," or "Out of Office"	e," 🗸
	Advanced:	Show time within my working hours only Show >> OK Can	cel

3. In the **Calendar** menu, select your Calendar.

Send a	Calendar via E	-mail
	Specify the ca	alendar information you want to include.
	Calendar:	Calendar
	Date Range:	Today
	Detail:	Thu 7/3/2014 Availability only Time will be shown as "Free," "Busy," "Tentative," "Working Elsewhere," or "Out of Office"
	Advanced:	Show time within my working hours only Show >> OK Cancel

4. In the **Date Range** menu, select a set date range, or click **Specify dates...** to select a custom date range.



5. In the **Detail** menu, specify the level of details that you want the recipient to see.



6. Set any other details you want, and click **OK**.

Send a (Calendar via E-mail 🛛 🔀											
	Specify the ca	Specify the calendar information you want to include.										
	Calendar:	Calendar										
	Date Range:	Today										
	Detail:	Mon 6/23/2014 Availability only Time will be shown as "Free," "Busy," "Tentative," "Working Elsewhere," or "Out of Office"										
	Advanced:	Show time within my working hours only <u>Set working hours</u> Show >> OK Cancel										

7. The calendar information will be populated in the text field below. In the **To** field, type the names of one or more people to whom you want to email your calendar (the "recipients").

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8. Click Send.

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