

A WORLD-CLASS EDUCATION FOR MILITARY-CONNECTED STUDENTS

#### **Creating an Outlook Shared Calendar Content**

- 1. In Outlook, click on the Calendar Icon at the bottom of the left side tab.
- 2. On the Top Tab, click on Open Calendar

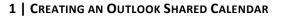
| Adobe PDF              |                      |      |                      |                    |                  |                        |                         |
|------------------------|----------------------|------|----------------------|--------------------|------------------|------------------------|-------------------------|
|                        | -                    |      |                      |                    | <b></b>          |                        | 4                       |
| Month Schedule<br>View | Op<br>Caler          |      | Calendar<br>Groups ▼ | E-mail<br>Calendar | Share<br>Calenda | Publish<br>ar Online - | Calendar<br>Permissions |
| Fa                     | 12                   | From | n <u>A</u> ddress B  | ook                |                  | Share                  |                         |
|                        | 1                    | From | n <u>R</u> oom List  |                    |                  |                        |                         |
|                        | 23                   | From | n <u>I</u> nternet   |                    |                  |                        |                         |
|                        |                      | Crea | te New <u>B</u> la   | nk Calenda         |                  |                        |                         |
|                        | Dpen Shared Calendar |      |                      |                    |                  |                        |                         |
|                        |                      |      |                      |                    |                  |                        |                         |
|                        |                      |      |                      |                    |                  |                        |                         |
|                        |                      |      |                      |                    |                  |                        |                         |
|                        |                      |      |                      |                    |                  |                        |                         |

a. Type the name of the New Folder (Calendar Group) in the box and click OK

| Create New Folder                 | × |
|-----------------------------------|---|
| Name:                             |   |
| RMS Counseling Center             |   |
| Folder contains:                  |   |
| Calendar Items                    | • |
| Select where to place the folder: |   |

b. Right click on your New Calendar Group under My Calendars

| •                        | 0     | Octo | ber   | 201  | 6    | •  | < |
|--------------------------|-------|------|-------|------|------|----|---|
| Mo                       | Tu \  | Ne   | Th    | Fr   | Sa   | Su |   |
| 26                       | 27    | 28   | 29    | 30   | 1    | 2  |   |
| 3                        | 4     | 5    | 6     | 7    | 8    | 9  |   |
| 10                       | 11    | 12   | 13    | 14   | 15   | 16 |   |
| 17                       | 18    | 19   | 20    | 21   | 22   | 23 |   |
| 24                       | 25    | 26   | 27    | 28   | 29   | 30 |   |
| 31                       | 1     | 2    | 3     | 4    | 5    | 6  |   |
| 4 🔲 My Calendars         |       |      |       |      |      |    |   |
| Calendar                 |       |      |       |      |      |    |   |
| Guidance Conference room |       |      |       |      |      |    |   |
| 🗸 RN                     | /IS C | our  | nseli | ng ( | Cent | er |   |





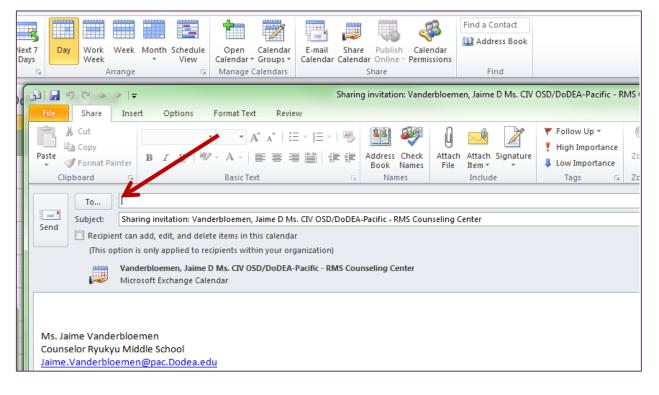


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c. Check next to the newly created calendar and press the "Share Calendar" icon on the ribbon bar. **Be sure to deselect your personal calendar.** 

| File Home Send / Receive Folder   |                     |   | . Vi           | ew A         | Adobe PE | DF      |                  |        |                        |                 |   |                       |
|---|---------------------|---|----------------|--------------|----------|---------|------------------|--------|------------------------|-----------------|---|-----------------------|
|   | <u>ه</u>            | <b>B</b>  | 111111         | 1000000      | 2222222  | 2222222 | 1000000          |        | 222222                 |                 |   |                       |
| Appointment Meeting It  |                     | Next 7<br>Days  | Day            | Work<br>Week | Week     | Month   | Schedule<br>View |        | Calendar<br>• Groups • | E-m<br>Carendar |   | Publish<br>Online * P |
| New   | Go T                | 0 G   |                |              | Arrange  |         | E.               | Manage | Calendar               | 1               | S | hare                  |
| ♦ Octobe<br>Su Mo Tu We   | Th Fr Sa            | <   | <b>ا</b> ا     | 00           | tobe     | r 201   | 6                |        |                        |                 |   |                       |
| 25 26 27 28 29 30 1   |                     |   | Sunday         |              |          |         |                  | Monday |                        |                 |   |                       |
| 16 17 18 19<br>23 24 25 26<br>30 31 1 2<br>My Calendars<br>Calendar (1) -<br>Okinawa District | 27 28 29<br>2 3 4 5 | -   | Sep 25 - Oct 1 | o 25         |          |         |                  | 26     |                        |                 |   | 27                    |
| Calendar  |                     |   | 2              |              |          |         |                  | 3      |                        |                 |   | 4                     |
| RMS Counseling  | ) Center            |   |                |              |          |         |                  |        |                        |                 |   |                       |
|   | BUILDING DO         | CONTRACTOR OF STREET, |                |              |          |         |                  |        |                        |                 |   |                       |

d. Use the school distribution list or type in names separately of each user you would like to have shared access to this calendar. Then click "Send".



2 | CREATING AN OUTLOOK SHARED CALENDAR





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#### Modify rights to Calendar Default and to Individual Users

- 3. On the Open Calendar Top Tab, click to open
  - a. Include all personnel that you want to give rights access to your calendar. Click on Limited Details so that they can view your availability and subjects. Full Details will allow them to see all your calendar items.

| RM:   | S Counseling Center - Jaime.Vanderbloemen@pac.dodea.eo   | lu - Microsoft Outlook |
|---|--|------------------------|
| n Calendar<br>ar • Groups •<br>ge Calendars | Find a Contact<br>Share Publish Calendar<br>Calendar Online Permissions<br>Share Find  |                        |
|   |  | Monday                 |
| G   | S Counseling Center Properties  ieneral Home Page Permissions Synchronization  Name  Default  Steadman, Stephanie A Dr. CIV OSD/DoDEA-Pacific Gardner, Wanda  Underset Market Counce DeepEa Deafer  Add Remove Properties  Permission Level: Reviewer  P |                        |
|   | OK Cancel A  | Apply                  |

4. Under Calendar Permissions, make sure Free/Busy time, subject, location is checked under the Read box. Also, Create Items under the Write box.







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#### To add another Time Zone:

- a. Go to the Day format at the Top Tab.
- b. Select "week" view from the ribbon bar and "right-click" to the left of the Weekday header. Then select "Change Time Zone".

| Folder             | I VIE          | ew           | Adobe PL               | 7                 |                  |                  |                   |   |                           |
|--------------------|----------------|--------------|------------------------|-------------------|------------------|------------------|-------------------|---|---------------------------|
|                    |                | 2222         |                        | 1111111           | -                | -                |                   |   |                           |
| Next 7<br>Days     | Day            | We           | week Week              | Month             | Schedule<br>View | Open<br>Calendar | Calenda<br>Groups |   | Share Pu<br>r Calendar Or |
| Fo 🗔               |                | -            | Arrange                |                   | - Fai            | Manage           | Calendars         |   | Shar                      |
| <                  | Rig            | ht C         | lick                   | r 23              | - 29, 20         |                  | -                 |   |                           |
|                    | _              |              | 23                     |                   | Sunda            | У                | 2                 | 4 | Monday                    |
|                    | EDT            |              | 5<br><u>N</u> ew Appoi | ntment            |                  |                  |                   |   |                           |
|                    |                |              | New All Day            | y <u>E</u> vent   |                  |                  |                   |   |                           |
|                    | 6 <sup>p</sup> | 98           | New Meeti              | ng Re <u>q</u> u  | iest             |                  |                   |   |                           |
|                    |                | 13           | New Recur              | ring <u>A</u> pp  | pointment        |                  |                   |   |                           |
| ger@pa             | 70             |              | New Recur              | ring E <u>v</u> e | nt               |                  |                   |   |                           |
| oebinge            |                |              | New Recur              | ring Me           | eting            |                  |                   |   |                           |
|                    | 80             |              | 6 <u>0</u> Minutes     | - Least           | Space for D      | etails           |                   |   |                           |
| OSD/De             |                | $\checkmark$ | <u>3</u> 0 Minutes     |                   |                  |                  |                   |   |                           |
| D/DoDEA            | 9°             |              | <u>1</u> 5 Minutes     |                   |                  |                  |                   |   |                           |
| oDEA-Pa            |                |              | 10 <u>M</u> inutes     |                   |                  |                  |                   |   |                           |
| D/DoDE/<br>SD/DoDE | 100            |              | <u>6</u> Minutes       |                   |                  |                  |                   |   |                           |
| 20,0001            |                |              | <u>5</u> Minutes -     | Most S            | pace for De      | tails            |                   |   |                           |
|                    | 110            |              | Change Tin             | ne <u>Z</u> one   |                  |                  |                   |   |                           |
|                    |                | (b)          | Working H              | ours              |                  |                  |                   |   |                           |

c. Add another time zone and press Ok.

| Time zor   | nes                |   |  |  |  |  |
|--|--------------------|---|--|--|--|--|
|  | <u>L</u> abel:     | Okinawa                                   |  |  |  |  |
| 9  | <u>T</u> ime zone: | (UTC+09:00) Osaka, Sapporo, Tokyo 💌       |  |  |  |  |
|  | Show a s           | secon <u>d</u> time zone                  |  |  |  |  |
|  | <u>L</u> abel:     | EDT                                       |  |  |  |  |
|  | <u>T</u> ime zon   | e: (UTC-05:00) Eastern Time (US & Canada) |  |  |  |  |
| Swap Time Zones  |                    |   |  |  |  |  |
| Scheduli   | ing assistant      |   |  |  |  |  |
| <ul> <li>Show calendar details in ScreenTip</li> <li>Show calendar details in the scheduling grid</li> </ul> |                    |   |  |  |  |  |

