

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

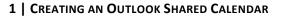
Adobe PDF							
	-						4
Month Schedule View	Op Caler		Calendar Groups ▼	E-mail Calendar	Share Calenda	Publish ar Online -	Calendar Permissions
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		Crea	te New <u>B</u> la	nk Calenda			
	Dpen Shared Calendar						

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

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3	4	5	6	7	8	9	
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4 🔲 My Calendars							
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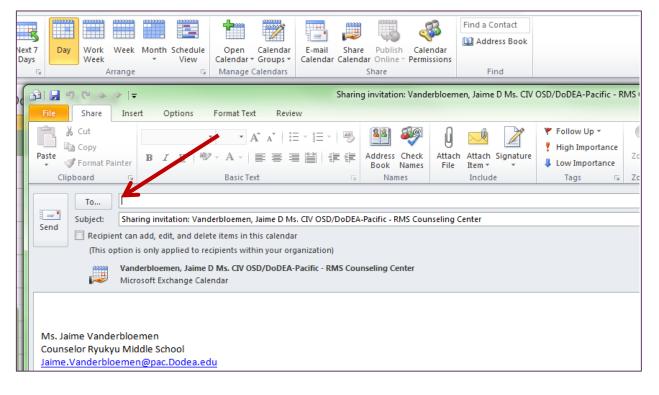


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c. Check next to the newly created calendar and press the "Share Calendar" icon on the ribbon bar. **Be sure to deselect your personal calendar.**

File Home Send / Receive Folder			. Vi	ew A	Adobe PE	DF						
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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 ar • Groups • ge Calendars	Find a Contact Share Publish Calendar Calendar Online Permissions 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".

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ger@pa	70		New Recur	ring E <u>v</u> e	nt				
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	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					
 Show calendar details in ScreenTip Show calendar details in the scheduling grid 						

