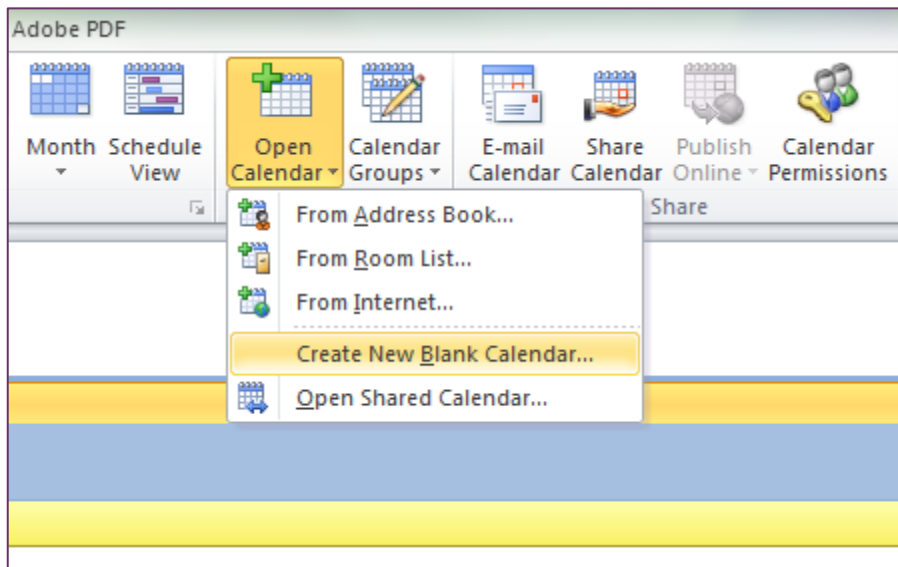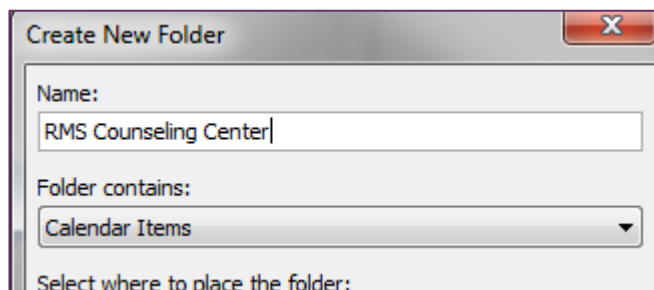# COLLEGE AND CAREER READY
A WORLD-CLASS EDUCATION FOR MILITARY-CONNECTED STUDENTS
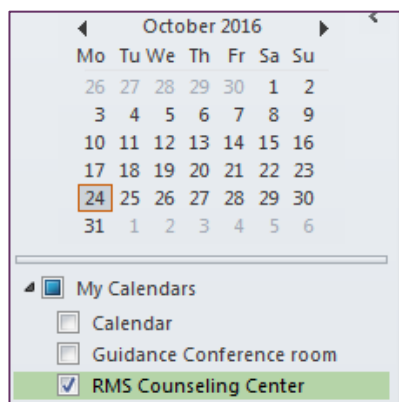
Creating an Outlook Shared Calendar Content

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

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

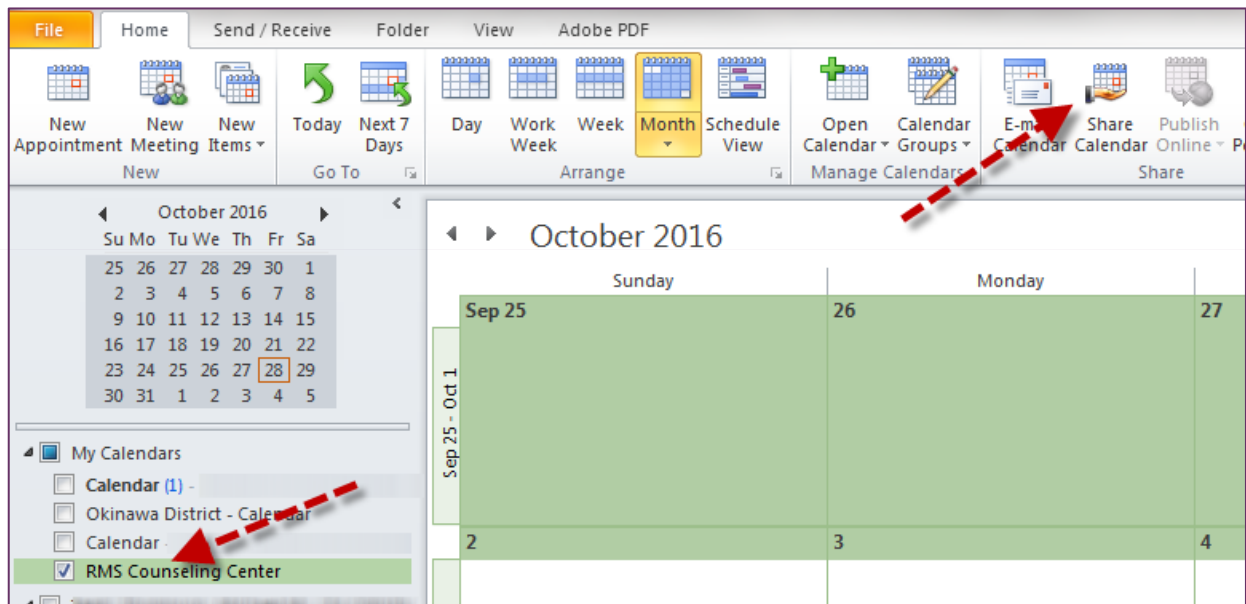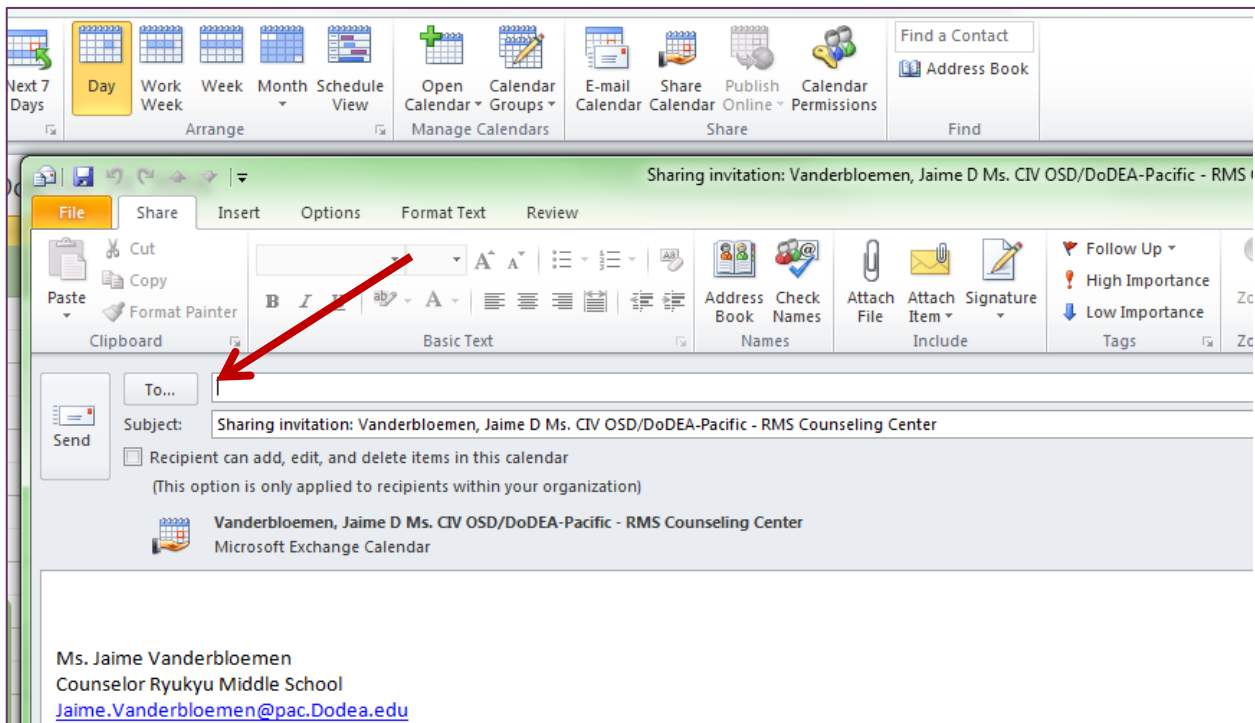b. Right click on your New Calendar Group under My Calendars

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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.**

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".
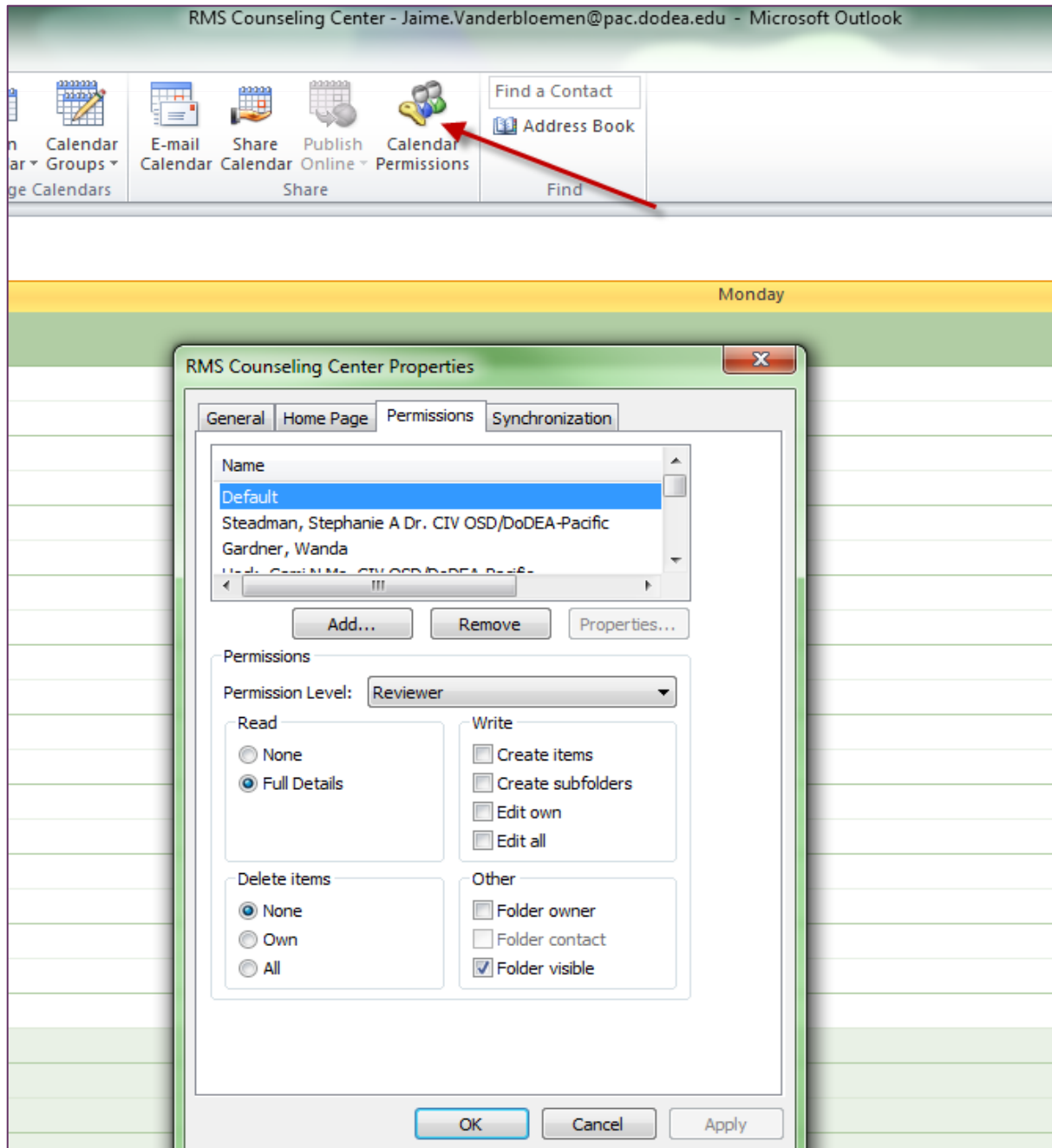
Modify rights to Calendar Default and to Individual Users

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.

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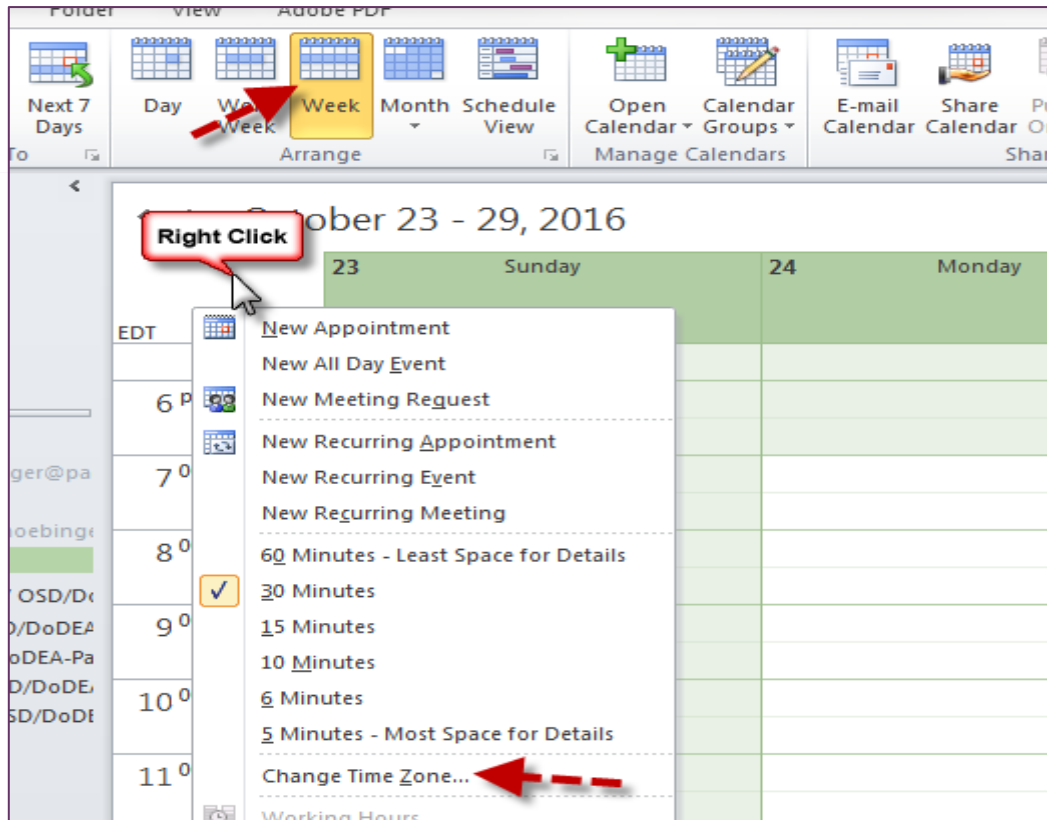
To add another Time Zone:

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".

c. Add another time zone and press Ok.