**Outlook Calendar Sharing**

**To get to your Outlook calendar:**

1. Click on your email
2. Click on Calendar

**To set up classes / office hours as recurring appointments:**

1. Select the first day from the calendar toward the top left.
2. Double click on the start time – the appointment opens in another window
3. Fill in the subject – ex. ENG 101
4. Fill in the location – ex. 404 EC
5. Start Time – date will be the date you selected; for the time, click on the drop down arrow to the right of the box beside “time”. Select the time the event begins. You can highlight the numbers in the time to change them. Ex. 4:15. Be sure to watch AM/PM.
6. End Time – ignore the date; select the end time
7. Click “Recurrence” – just to the right of center at the top of the page – a new window opens
8. Verify the time.
9. Select a recurrence pattern – ex. Weekly
10. Select the frequency – ex. Monday and Wednesday – you can click more than one day. If you click on the wrong day, simply click it again to remove the check mark.
11. Select the range of recurrence – start and end dates.
12. Click “OK” – this takes you back to the appointment.
13. Click “Save and Close” located at the top left.

**Sharing your calendar:**

1. In the left column, right click on the calendar icon that represents your calendar (green check mark).
2. Click on “Share calendar”.
3. This brings up an email window – type the names of those with whom you wish to share into the “TO:” line.
4. Click “Address Book” then select “Faculty Schedule” from the drop down list that opens.
5. Highlight everyone on that list and click “TO:” near the bottom of the window and all of the addresses should fill in there.
6. Click “Send”
7. There will be a pop up that says something like, “Share this calendar with (NAMES)? Permissions: Reviewer (Read Only)” This means those you are sharing this calendar with will only be able to see the calendar, they will NOT be able to add anything to it.
8. Click “OK”
9. Right click the calendar icon that represents your calendar again
10. Go down to “Change sharing permissions”
11. Select the names of everyone with whom you just shared- should be everyone in the Faculty Schedule list (hold the ctrl key to select more than one at a time)
12. Click on the drop down arrow to the right of Permission Level
13. Select “Reviewer”. This allows others to see your calendar, not add or delete any appointments.
14. Click on “Full Details” (this will not allow others to see the details of appointments you mark as private)
15. Click “OK” at the bottom of that window

**Marking an appointment “Private”:**

1. While you are in the appointment click on the lock marked “Private” on the top (three to the right from “Recurrence”)
2. This makes the details of the appointment visible only to you. Others will see the time blocked out and the words “Private Appointment”.
3. Save your appointment.