



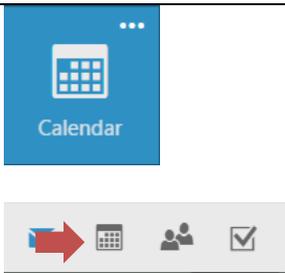
Office 365 Calendar – Sharing and Scheduling Assistant
(Refer to Office 365 Features Handout for an overview of the Calendar)

<http://www.jeffersonstate.edu/resources-for-instructors-de/>

Select the Calendar ‘tile’ icon within Office 365.

Note: You can right-click the icon/item to view in new tab in your browser.

You can also select the Calendar icon on the tool bar on the bottom left as well. This will open the Calendar item in the same window.



By default, your primary calendar is called "Calendar". If you create other calendars, you can select one of them to share instead.

You can add new calendar by select the ‘plus’ sign. Any Group(s) that you accept will also include a Calendar.

You can highlight the calendars you wish to view under the ‘calendar list’ area – you can view individually or multiple. You can remove from view list by selecting the ‘x’ next to the Calendar item on the top ribbon bar.

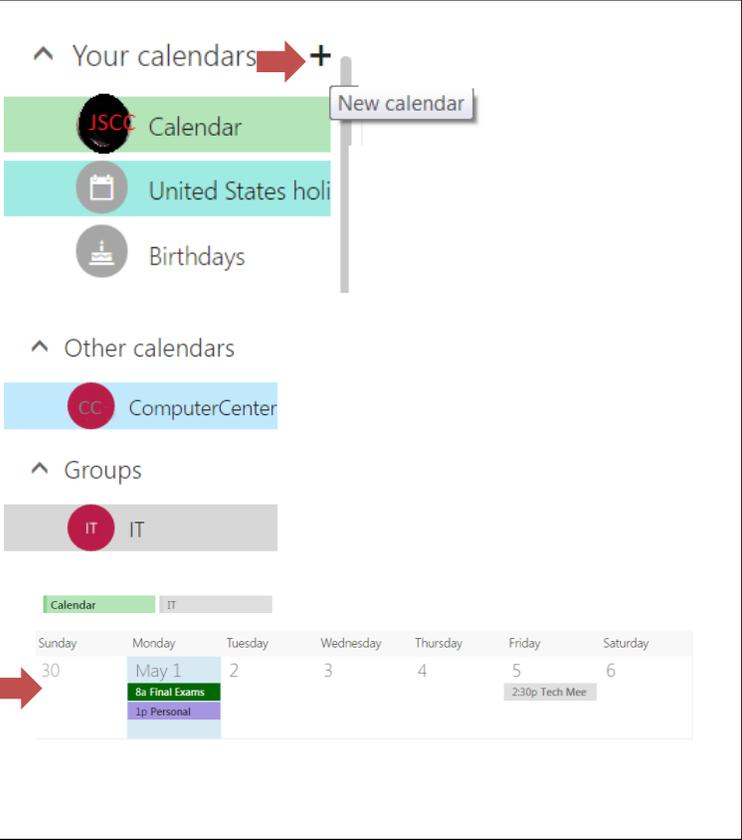
You can also categorize by color-coding events in the calendar by right-clicking and select ‘categorize.’

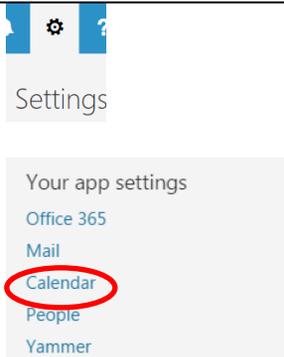
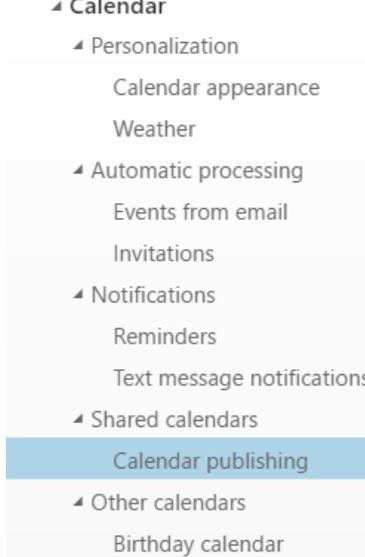
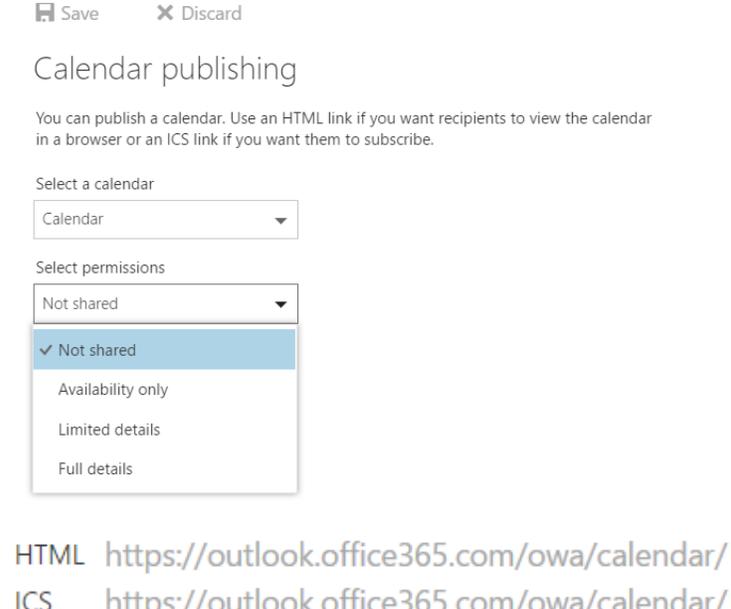
Note: You can only print one calendar at a time through the browser.

Note: Calendar(s) that have been shared to you will be listed under ‘Other Calendars.’

Note: You cannot share calendars owned by other people.

Note: It's not possible to use Outlook Calendar to request permission to someone else's calendar.



<p>Calendar Publishing app settings:</p> <p>You can publish a calendar -- copy and paste the URL link created to send to others and they will be able to view in a browser.</p> <p>Select 'Settings' then 'Calendar.'</p>	
<p>Under 'Shared Calendars' select 'Calendar Publishing' option and then select the Calendar you wish to send the publishing link information.</p>	
<p>Under 'Select Permissions' you can select from the following options:</p> <ul style="list-style-type: none"> • Not shared • Availability Only • Limited Details • Full Details <p>You can then copy the HTML link information to send to others.</p>	 <p>HTML https://outlook.office365.com/owa/calendar/</p> <p>ICS https://outlook.office365.com/owa/calendar/</p>

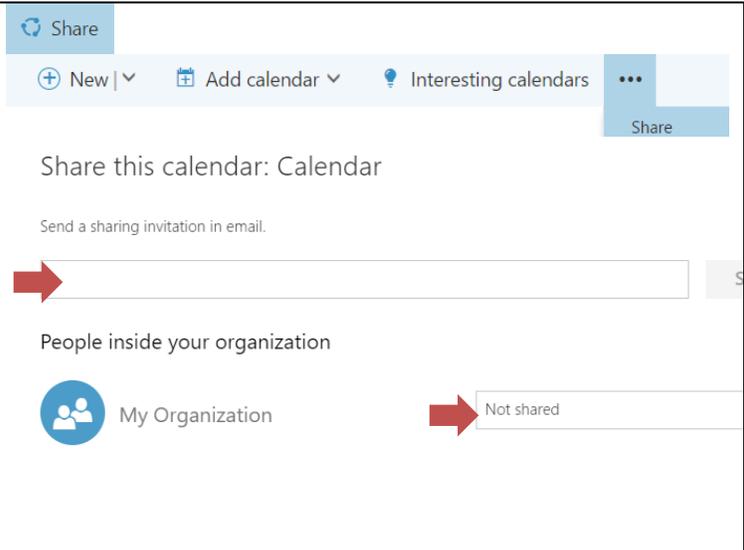
Share Calendar Option

If you select Share option from Calendar view you will be prompted to send a sharing invitation via email (you will enter the user's email address).

Note: You can only add one person at a time.

Note: You can choose to share under 'People inside your organization.' ***This setting is only for your default main Calendar (not a calendar that you create/add to share).***

Note: There are not any emails sent to end users showing sharing options under the 'My Organization' option. End users can use Scheduling Assistant to view availability.



Sharing options:

Can view when I'm busy - Can view when I'm busy lets the person see when you are busy but does not include details such as the event location.

Can view titles and locations - Can view titles and locations lets the person see when you are busy as well as the title and location of events.

Can view all details - Can view lets the person see all the details of your events.

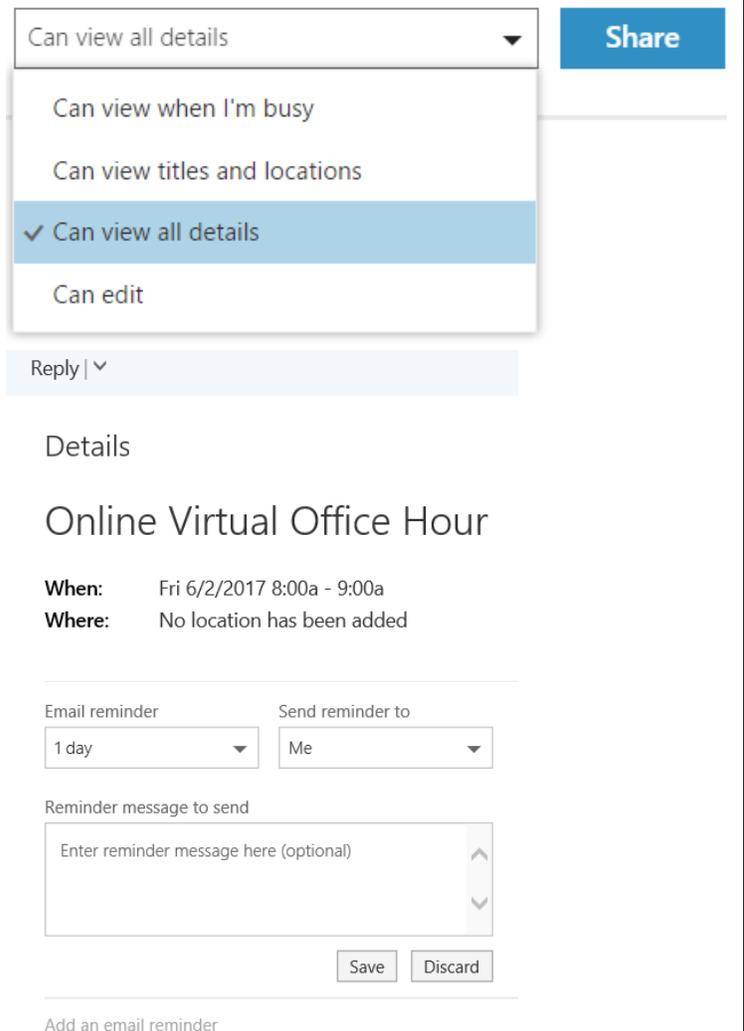
Can edit - Can edit lets the person edit your calendar.

'Delegate' – see below.

Calendar Shared with 'Editing' option -- does not allow to update dates/times or add event to the Shared Calendar.

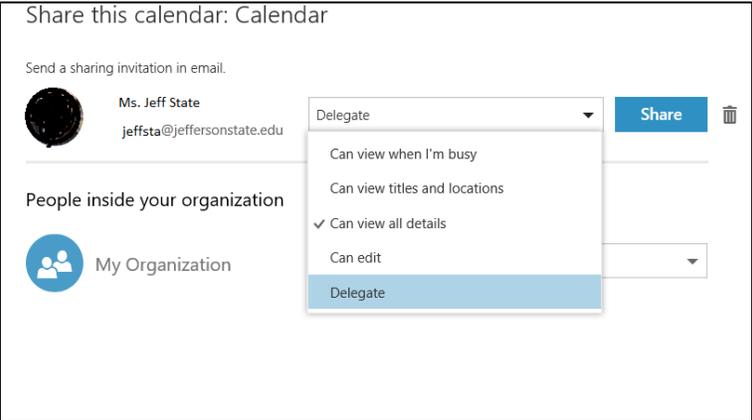
Note: The shared user can send Email Reminder as well as a remind message to their own email account.

Note: When sharing your calendar with non-Outlook.com users, such as Gmail users, they will only be able to accept the invitation using an Outlook.com or an Office 365 account.



Delegate Options -- You can give anyone within your organization editor or delegate access to your calendar. Editors can be assigned to your primary calendar (named "Calendar") or to any additional calendars that you created. Delegates can only be assigned to your primary calendar. You can't give editor or delegate access to people outside your organization.

Select **Delegate** to give them the same permission as an editor, plus be able to send and respond to meeting requests on your behalf.

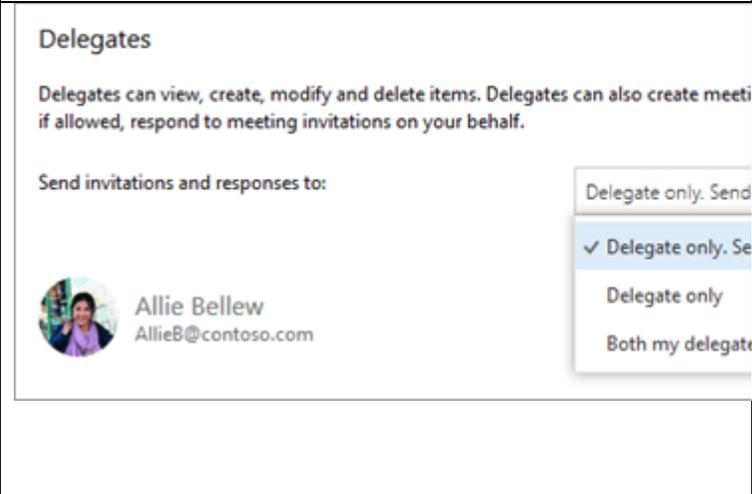


Under **Delegates**, next to **Send invitations and responses to**, select one of the following options:

Delegate only. Send me notifications. Meeting requests and responses are sent to you and your delegates. Only your delegates see the option to accept or decline a meeting request, and the notification sent to you will appear like a normal email. You can still respond to the meeting by opening the calendar item and responding.

Delegate only. Meeting requests and responses go only to your delegates.

Both my delegate and me. Meeting requests and responses are sent both to you and your delegates. Either of you can respond to the meeting invitation.

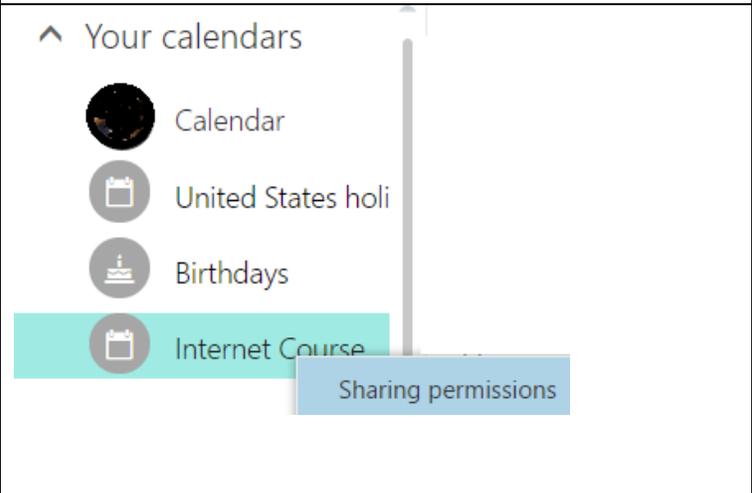


You can also right-click on Calendar to choose 'Sharing Permissions.'

Note: Any time a sharing permission by the Calendar owner is made the end user must 'Accept' via email to view any changed permissions.

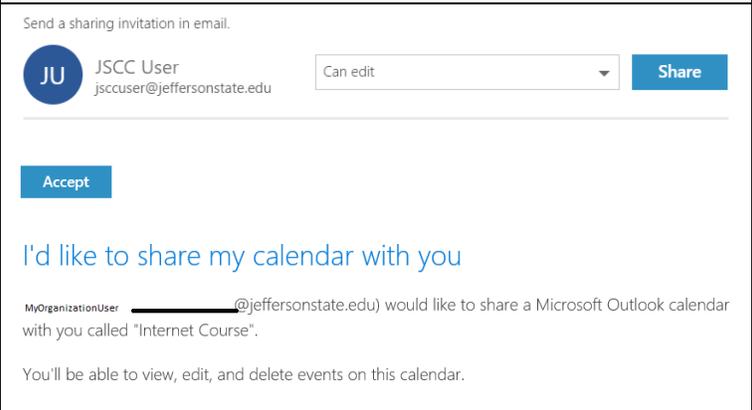
Note: If Calendar owner allows 'Can Edit' permission the end user may have to wait to 4 hours to have ability to make edits.

Note: Delegates have full sharing/view of Calendar.



If another user shares their Calendar through Calendar View option you must 'accept' Calendar shared invite via email.

Note: Calendar items marked Private are protected. Most people you share your calendar with see only the time of items marked Private, not the subject, location, or other details. The exception to this is that you can give a delegate permission to see the details of items marked Private.



Using the Scheduling Assistant can make it much easier to set up a meeting.

First, go to date on Calendar to create new event including title.

Then, Add People to invite

Add user(s) from the organization to view availability. You can only add one at a time.

Note: If the user has not set sharing availability then you will see 'No Information.' If they have set sharing then you will see if available. You can also request response.

Note: Refer to 'Sharing Calendar'

End Users can share via email or under 'People inside your organization.' ***This setting is only for your default main Calendar (not a calendar that you create/add to share).***

Note: There are not any emails sent to end users showing sharing options under the 'My Organization' option. End users can use Scheduling Assistant to view availability if this option is selected or user has shared Calendar via email.

People Scheduling assistant

Add people +

Attendees

Sort by v Request responses

	JSCC User	x
	No information	

Attendees

Sort by v Request responses

	JSCC User	x
	Free	

Share

People inside your organization

⋮ My Organization



Can view titles and locations v

Not shared

Can view when I'm busy

Can view titles and locations

Can view all details

✓ Can edit

To compare availability, click on 'Scheduling Assistant' again to view side-by-side details. You can change view to Day or Week. You can also select 'merge' or 'split' to view.

Only the sharing options by the end user will be shown.

Once completed reviewing you can then send the request.

The recipient will receive an invitation and will accept, decline, or suggest alternative date/time.

Note: Delegates have full sharing view and editing of shared Calendar.

➡ Merge ↔ Split

✓ OK ✕ Discard ...

< > Friday, June 02, 2017 ▾

Day Week 📅

meeting

Start

Fri 6/2/2017 10:00 AM ▾

End

Fri 6/2/2017 12:00 PM ▾

All day

Attendees

Add attendees

2 required 2 conflicts

- 
JSCC User
Busy - Training Office 365
- 
Jeff State End User ✕
Busy - Office 365 Training e

JSCC User

Jeff State End User

Time	JSCC User	Jeff State End User
10a	Training Office 365 Jefferson Campus	
11a		
12p	Lunch with Co-Workers	
1p		
2p		
3p		
4p		Private Appointment
5p		