

# SHARING MY LEARNLINK CALENDAR IN OUTLOOK WEB APP

FS70-214

Version: 2.0


November 2013

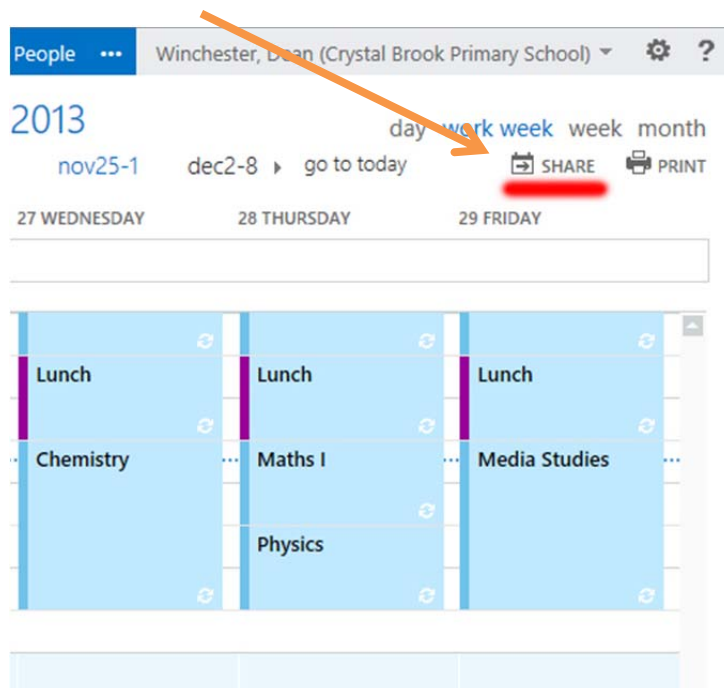
With the new LearnLink mail system, you have the ability to share your calendar with other people. If you share your calendar with other people, you can choose what level of detail they see - the access is quite granular to ensure privacy can be maintained.

There are two parts to sharing your calendar. Part one is done on your computer to give another person access rights to see your calendar. And part two is done on the other person's computer so they can see your calendar – with the option to share theirs too.

These instructions are for using the web interface Outlook Web App (OWA). If the other person uses Outlook, you'll also need to follow Part Two from factsheet FS70-213 instead of Part Two in this one.

## Part One – Sharing Your Calendar

1. Log into your email using Outlook Web App (see FS70-200)
2. Open your **Calendar** from the top middle 
3. Click on **Share** then **Share This Calendar...**







4. A new email will open with subject and body pre-filled
5. In the **Share With** field, **enter the name** of the person (or people) whom you'd like to share your calendar with. Separate multiple people with a semi colon ;

SEND DISCARD

Share with:

Win

	<b>Winchester, Sam</b> (Crystal Brook Pri Sam.Winchester491@test-schools.sa.edu.au
	<b>Winchester, Dean</b> (Crystal Brook P Dean.Winchester760@test-schools.sa.edu.au
	<b>Winchester, Sam</b> (Crystal Brook Pri Sam.Winchester894@test-schools.sa.edu.au

 Search Contacts & Directory

6. Choose the desired **level of access** they will have to your calendar

SEND DISCARD

Share with:

Winchester, Sam (Crystal Brook Primary School)  
Sam.Winchester491@test-schools.sa.edu.au

Subject:  
I'd like to share my calendar with you

Calendar:  
Calendar

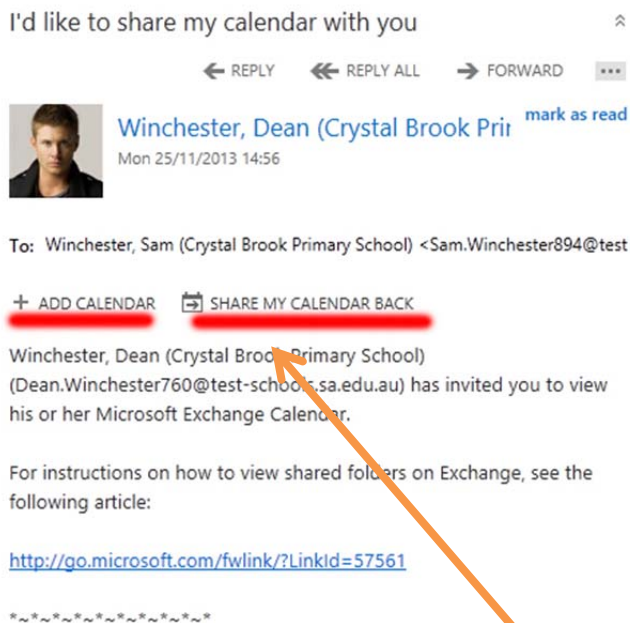
Full details  
Availability only  
Limited details  
✓ Full details

**Note:** Even if you allow Full Details to be viewed, you can still make individual appointments *Private* where the details are then hidden from everyone but yourself.

7. Select **Send** to grant access.

## Part Two – Accessing the Shared Calendar

1. Log in to **Outlook Web App** as the **other** person (whom you shared your calendar with)
2. **Open the email** titled: 'I'd like to share my calendar with you'



3. Click **Add This Calendar**
4. You will then receive a notification that the calendar was added
5. If you want to also share this calendar, click **Share My Calendar**
6. A draft email will open, addressed to the person who initially shared their calendar
7. Choose the desired **level of access** to this calendar
8. **Send** the email