



Mail, Contacts & Calendar Sharing

Configuration Guide

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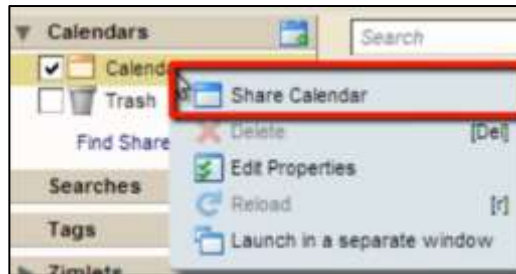
Using this Configuration Guide

This Guide provides step-by-step instructions for sharing Mail, Contacts, and Calendars in Zimbra Webmail with others.

NOTE: If you have multiple calendars, you must repeat the following procedures for each.

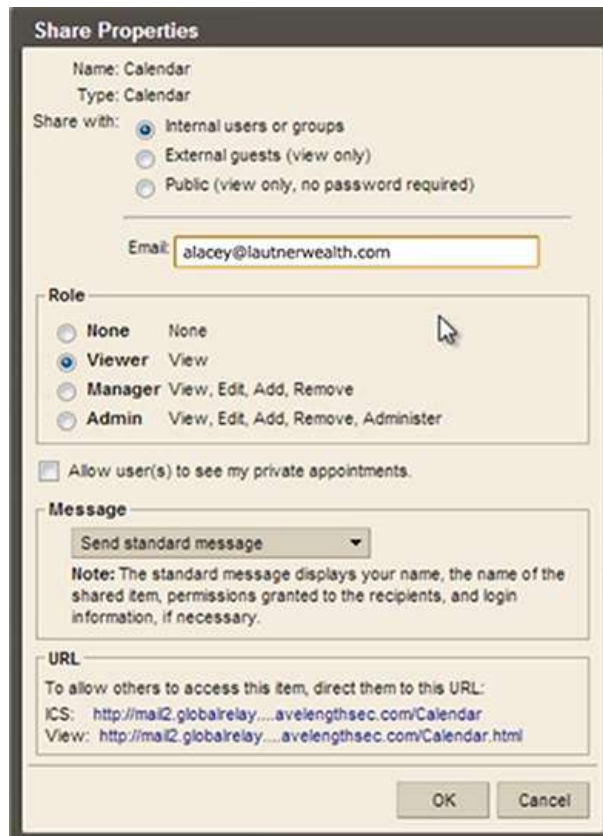
Mail, Contacts & Calendar Sharing

1. Navigate to mail3.globalrelay.com and log in.
2. Click the **Calendar** tab.
NOTE: If necessary, repeat the following procedures for the Mail and Address Book tabs.
3. From the left navigation pane, right-click **Calendar** and select **Share Calendar**.
The Share Properties dialog box displays.
NOTE: If you have multiple calendars, you must repeat these procedures for each.



4. Under Share with, select the **Internal users or groups** radio button.
5. Enter the email addresses of those you want to share your calendar with.
NOTE: Separate multiple recipients with semi-colons.
6. Under Role, select one of the following:
 - **Viewer:** This role allows the shared user to have access to view your mailbox, calendar, or address book; they cannot make any changes.
 - **Manager:** This role allows the shared user to have access to view and make changes such as adding and deleting in your calendar; however, they cannot share your calendar.
 - **Admin:** This role allows the shared user to have access to view, make changes, and share your calendar.
7. Optionally, select the **Allow users to see my private appointments** checkbox to allow others to see your private appointments. If unchecked, others will see your status set to "busy" during your private appointments.

8. Under Message, select **Send standard message**.



The image shows a 'Share Properties' dialog box. At the top, it says 'Name: Calendar' and 'Type: Calendar'. Under 'Share with:', there are three radio buttons: 'Internal users or groups' (selected), 'External guests (view only)', and 'Public (view only, no password required)'. Below this is an 'Email:' field with the text 'alacey@lautnerwealth.com'. Under the 'Role' section, there are four radio buttons: 'None' (None), 'Viewer' (View, selected), 'Manager' (View, Edit, Add, Remove), and 'Admin' (View, Edit, Add, Remove, Administer). There is a checkbox 'Allow user(s) to see my private appointments.' which is unchecked. Under the 'Message' section, there is a dropdown menu with 'Send standard message' selected. Below the dropdown is a note: 'Note: The standard message displays your name, the name of the shared item, permissions granted to the recipients, and login information, if necessary.' Under the 'URL' section, it says 'To allow others to access this item, direct them to this URL:' followed by 'ICS: http://mail2.globalrelay....avelengthsec.com/Calendar' and 'View: http://mail2.globalrelay....avelengthsec.com/Calendar.html'. At the bottom right are 'OK' and 'Cancel' buttons.

9. Click **OK**.
An email will be sent to the recipient(s) you have specified.
10. Upon receiving the email, the recipient must click **Accept** to complete the process.

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