# global RELAY.

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.

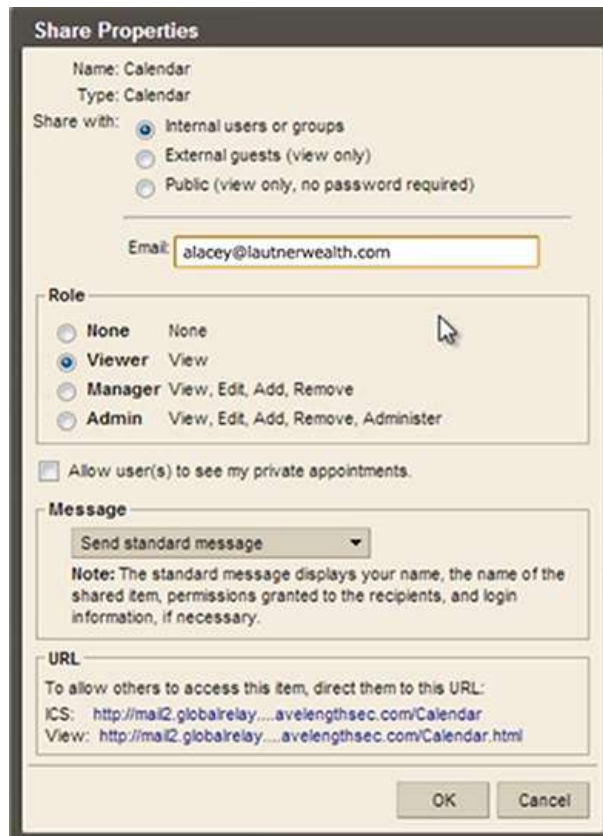**NOTE**: If you have multiple calendars, you must repeat the following procedures for each.

# 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.
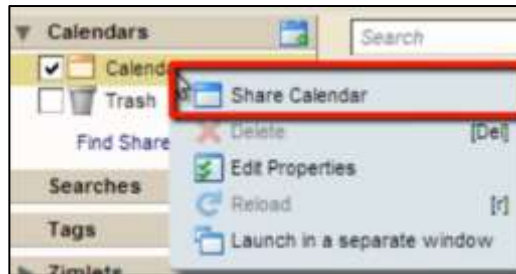


4. Under Share with, select the **Internal users or groups** radio button.

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**.



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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