

GSD. Outlook - How to Share Calendar via Outlook Web Access

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Author: {'link':

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General Information:

Possible symptoms/errors:

Users want to know what to know about Device in Quarantine after Outlook Installation on Mobile Device

Alternative names of the system:

Outlook 2016

IMPORTANT NOTICE:

N/A

Solution: User can send an invitation to other users in able to view their calendar in their own Calendar lists. User can create additional calendar folders and choose which of those folders to share. This article guides user how to share their calendar using Outlook web access.

Details:

1. Ask user to go to Office Portal Online and click Outlook icon.
2. In Outlook online window, advise user to click on Calendar.
3. Ask user to click Share on top of the toolbar.
4. Advise user to enter the persons e-mail address with whom they would like to share the calendar and set the preferred permission in the drop down.

Can view when I'm busy - lets them see when user is busy but doesn't include details like the event location.Can view titles and locations lets them see when user is busy, as well as the title and location of events.Can view all details lets them see all the details of user events.Can edit lets them edit user calendar.Delegate lets them edit user calendar and share it with others.

5. Once done, inform user to click on the Share button.
6. An email notification will be sent to the person with whom user shared the calendar confirming these changes have been applied.

Assignment Group:

3rd Party e-mail address: One365Support@freseniusmedicalcare.com

Ticket Creation:

Template: N/ACategorization: N/A

Configuration Item: N/ACategory: N/Subcategory: N/A

Important Links:

N/A