Add/Share a Calendar (O365)

Your Outlook Calendar is the primary tool for scheduling meetings and managing your workday at Garrett, but sometimes you may have to access to other calendars. Outlook offers 3 main ways to interact with other calendars. **Use "Add Calendar" when you only want to view** another calendar—this includes another person's calendar, a calendar from a contact outside Garrett, or a calendar from your non-Garrett email account (such as a personal calendar). You cannot edit an added calendar, but Outlook will show you when the calendar's owner makes updates. **Use "Share Calendar" to allow read/write access to your calendar** or to accept read/write access to another calendar. The owner of the calendar shares the calendar by giving someone else explicit permission to access the calendar. When the owner shares the calendar, an email is sent to invite the recipient to share the calendar. **Use "Group Calendar" to access a calendar that is maintained by a group**, such as department members or collaborators on a project.

How to Add another calendar to your desktop:

When you add a calendar, you will be able to see the appointments/meetings on that calendar, but they are not added to your Outlook calendar. The added calendar will be displayed in a distinct color and adjacent to your Outlook calendar, although you can overlay them, if you prefer. Whether you are adding someone else's calendar or allowing someone to add your calendar, the owner must send a link to their calendar:

From an Outlook calendar (including Exchange, Hotmail, Outlook web): go to www.office.com or [hotmail.com,](hotmail.com) log in and select the Calendar app from the bottom left corner.   In the navigation bar at the left (under the Month-at-a-Glance calendar), scroll down to "My calendars," click the ">" to expand the list of calendars (if it is collapsed), hover the mouse over the calendar to be added, click "…" and then select "Sharing and Permissions." Enter the email address for the person you want to add the calendar and they will receive an email with the link to the calendar.

From a Google Calendar: log on to [calendar. google.com](calendar.google.com), open My Calendars > … > Settings and copy the "Secret address in iCal format." (See these step-by-step directions for more help: https://support.microsoft.com/en-us/office/see-your-google-calendar-in-outlook-c1dab514-0ad4-4811-824a-7d02c5e77126)

When is the added calendar updated ("synced")? You will receive updates to your copy of the calendar when you start Outlook.

Can I force Outlook to sync the added calendar? Yes, you can sync your added calendar by clicking the sync icon to the left of the "Search" box at the top left corner of your Outlook Calendar window (the circle with 2 arrows on it).

Why aren't appointments from an "added" or "shared" calendar showing up when someone schedules a meeting with me? When you add a calendar (or share someone else's), the appointments on that calendar are not visible to your colleagues, so you will appear "available" for meetings during those times—this is a feature of Outlook, not a bug. I think the best way to explain why Outlook works this way is that Outlook has no way of knowing which appointments on those other calendars are significant to you. You have been given permission to **view** the appointments on the added calendars,

but that doesn't mean you are **attending** those events. From the perspective of colleagues using Outlook to schedule meetings with you, all your appointments must be consolidated on your Garrett Outlook calendar.

From the user's perspective, this is actually a good idea. If you added a calendar—like your personal calendar that has the kids' schedule—then you can see the appointments on that calendar, but others cannot because they weren't given permission to view your kids' calendar. When someone wants to schedule a meeting with you, you will appear as available (even if you will be at the kids' soccer game) because your privacy is being protected. The Scheduling Assistant only uses your Garrett calendar, not your added calendars, to schedule meetings—the added calendars are for your eyes only.

So how can you manage personal calendars and your Garrett calendar?

- Look at your personal calendar(s) on your phone or log on to your personal calendar from a new tab on your browser (google.com, hotmail.com, yahoo.com, etc.) and add "Appointments" to your Garrett calendar for personal events that occur during work hours
- "Add" your personal calendar and display it beside your Garrett calendar. Then drag-and-drop individual appointments that occur during working hours from the added calendar to your Garrett calendar
- Do a one-time import of your personal calendar into your Garrett calendar and manage all your appointments/meetings from there. **We don't recommend this** because it is an inappropriate use of Garrett resources. Garrett technology is for work-related activities only.
- Note: You cannot copy one calendar and paste it into another—although the options are in the menu, it doesn't work.

How to display multiple calendars:

Open Outlook Calendar. In the navigation bar at the left (under the Month-at-a-Glance calendar), scroll down to "My calendars," and click ">" to expand the list of calendars (if it is collapsed). Scroll down through the list of calendars and click the box next to any you want to open. The calendars will open in distinct colors to the right of your Garrett calendar. If you want to overlay them all into one view, click the "←" at the top left corner of each calendar. The appointments/meetings will still be displayed in the corresponding color of each calendar.

How to share your Garrett calendar with someone else:

Currently, everyone at Garrett can view when you are "busy" (when you have appointments and meetings on your calendar), but they cannot view any information about those events. You can give individuals more permissions by sharing your calendar with them.

From the Home tab in Outlook Calendar, click "Share Calendar" and when the Calendar Properties window opens, select the "Permissions" tab. Click "Add," select names from the list, and click "OK." Now select the level of permission you want the sharers to have and then click "Ok." They will receive an email inviting them to share your calendar.

Here is a brief video that outlines the steps for sharing an Outlook calendar:

https://support.microsoft.com/en-us/office/video-share-your-calendar-2fcf4f4f-8d46-4d8b-ae79-5d94549e531b

See this link for written steps:

https://support.microsoft.com/en-us/office/share-an-outlook-calendar-with-other-people-353ed2c1-3ec5-449d-8c73-6931a0adab88

If someone shares their Outlook calendar with you, you will receive an email in your Garrett Outlook inbox inviting you to share their calendar. Click "Accept" in the upper left corner of the email (not the blue box at the bottom of the email). Now open your Garrett calendar. In the navigation pane on the left (with the calendar at a glance—you may need to click the "<" to expand the pane), scroll down to "Shared Calendars" and click the ">" to expand the list of shared calendars. Click the box next to the one you want to view.

Note, Google calendars can only be "shared" with other people who have Google accounts. You cannot share your private Google calendar with your Garrett Outlook account (unless you want to make your Google calendar publicly accessible by anyone on the internet, which is not recommended).

GROUP CALENDARS

A group calendar, as defined by Office 365, *is not* a calendar used by a group of people. Perhaps counter intuitively, the Academic Calendar (which might be created by the Registrar and viewed by the whole Garrett community) *is not* an example of a group calendar.

A group calendar is the aggregation of multiple calendars that you have access to (by Adding or Sharing) and want to regularly see at the same time. In other words, a group calendar is a shortcut method for conveniently viewing a group of calendars that you frequently need to access. For example, if I frequently schedule meetings with my department colleagues, I might designate their calendars as a group calendar—I *group them together*—so that I can save myself some steps when I need to schedule yet another meeting.

Here are a helpful video and written directions to help you create a group calendar:

https://www.youtube.com/watch?v=FkiizWoYmdk

https://support.microsoft.com/en-us/office/create-view-or-delete-a-calendar-group-04fc64f2-b658-450b-8dce-dd27ed660570

Creating a New Calendar

You can also create additional calendars for yourself that you can share with other people:

https://support.ti.davidson.edu/hc/en-us/articles/360004940534-Create-a-New-Personal-Calendar-in-Microsoft-Outlook-Windows