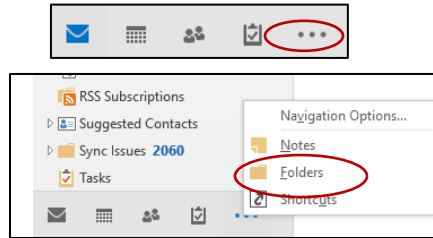


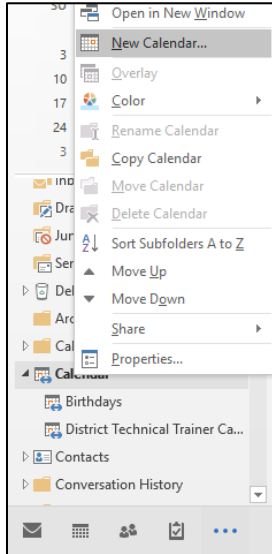
# CREATING AND SHARING OUTLOOK CALENDARS

## CREATING A CALENDAR

- Open Outlook
- Bottom left toolbar: click on 3 dots icon
- Click on Folders

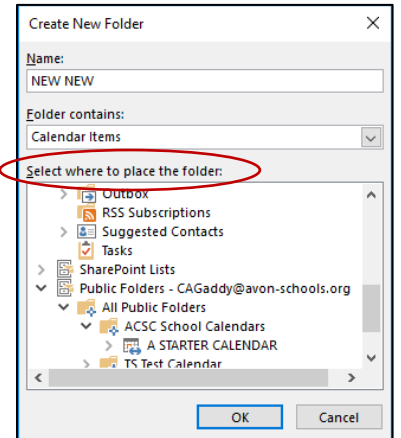


- Scroll down and right click on Calendar
- Click New Calendar

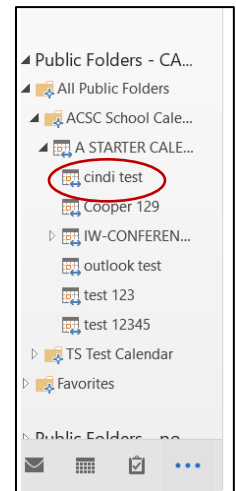


### Select where to place the folder:

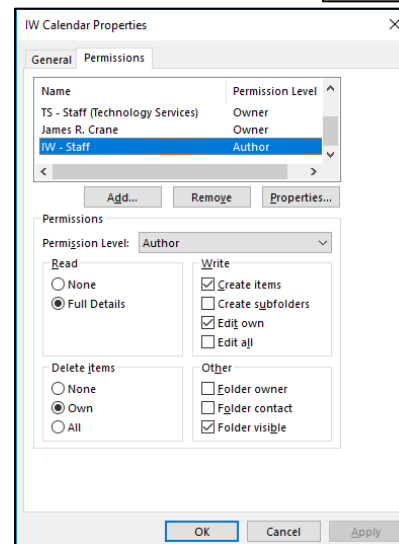
- Scroll down to Public Folders
- Expand: All Public Folders
- Expand: ACSC School Calendars
- Click on A STARTER CALENDAR
- Type the name of the new calendar you want to create
- Be descriptive (add a room number and name)
- Click OK



1. Bottom left menu: scroll back down to Public Folders/All Public Folders/ACSC School
2. Right click on your calendar
3. Click on properties
4. Add a description under the general tab
5. Select whom you want to have access by clicking on the permissions tab
6. Can add whole building staff list by typing building abbreviation – Staff (i.e. IW – Staff)
7. Permissions by default are set to Author, but you can change if you want to allow specific permissions
8. Click on drop down arrow to see the best fit (see list below)
9. Click OK

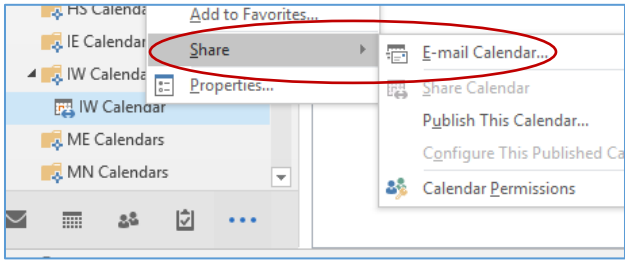


Permission Level	Definition
Owner:	Allows full rights to the mailbox's (Calendar or Folder) , including assigning permissions; it is recommended not to assign this role to anyone
Publishing Editor:	Create, read, edit, and delete all items; create subfolders
Editor:	Create, read, edit, and delete all items
Publishing Author:	Create and read items; create subfolders; edit and delete items created by the user.
Author:	Create and read items; edit and delete items they've created.
Nonediting Author:	Create and read items; delete items created by the user.
Reviewer:	Read items.
Contributor:	Create items.

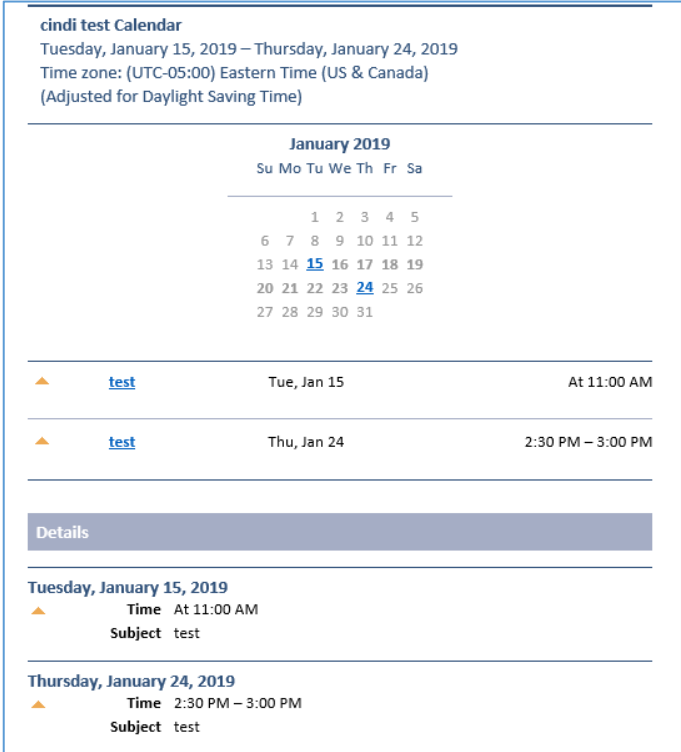


# SHARING A CALENDAR

Right Click on Calendar to Share via E-mail



User will receive a snapshot of upcoming appointments



USERS CAN ADD A CALENDAR FROM THIS GROUP TO FAVORITES

- Right click on the calendar
- Click "Add to Favorites"
- It will display under Other Calendars

