Office 365 Calendar: Share Calendar Standard

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Authorizing Unit University Legal Services	
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2   Scope

This operating standard applies to Employees and Academic Staff Members who hold administrative positions.

An Academic Staff Member who holds an administrative position includes, but is not limited to, an associate dean, an assistant dean, a director, and a department head.

3   Definitions

In this operating standard:

a) "Academic Staff Member" means an individual who is engaged to work for the University and is identified as an academic staff member under Article 1 of the collective agreement between the Faculty Association and the Governors of the University of Calgary in effect at the relevant time.

b) "Calendar" means the calendar provided as part of Office 365 (O365).

c) "Employee" means an individual, other than an Academic Staff Member or Appointee, who is engaged to work for the University under an employment contract.

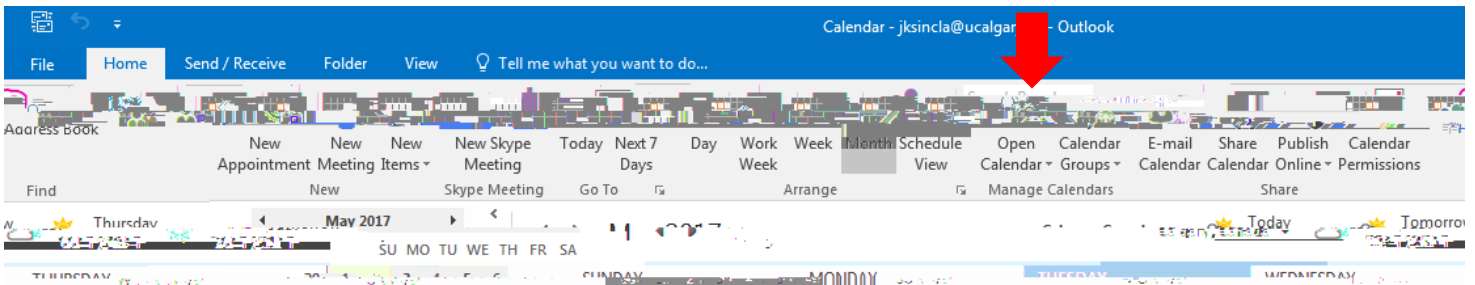d) "University" means University of Calgary.

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Appendix A: Sharing your O365 Calendar

This is one option for sharing your calendar; there may be others.
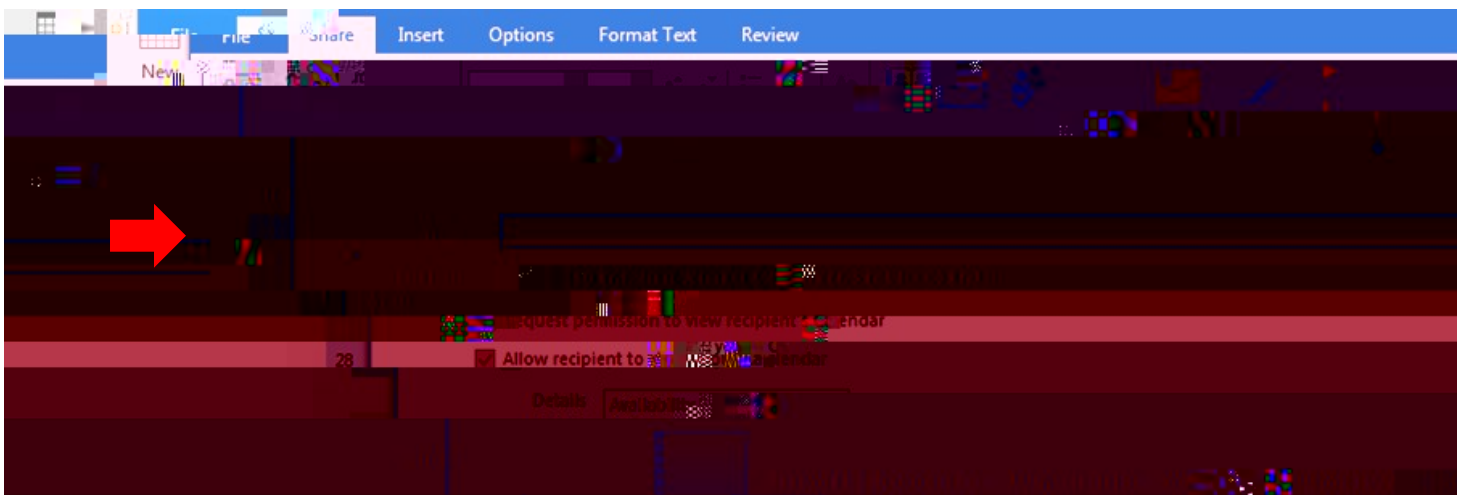
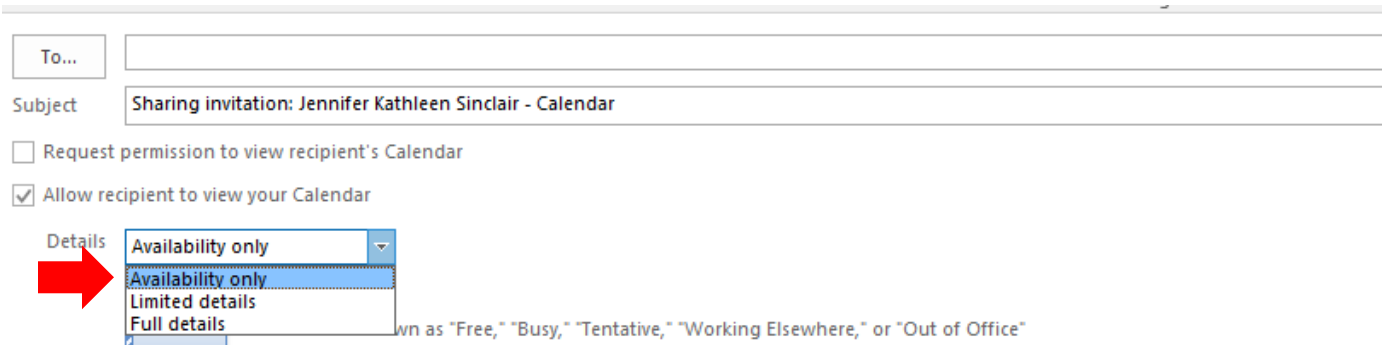1. In your Outlook inbox, open your calendar and select the 'Home' tab.
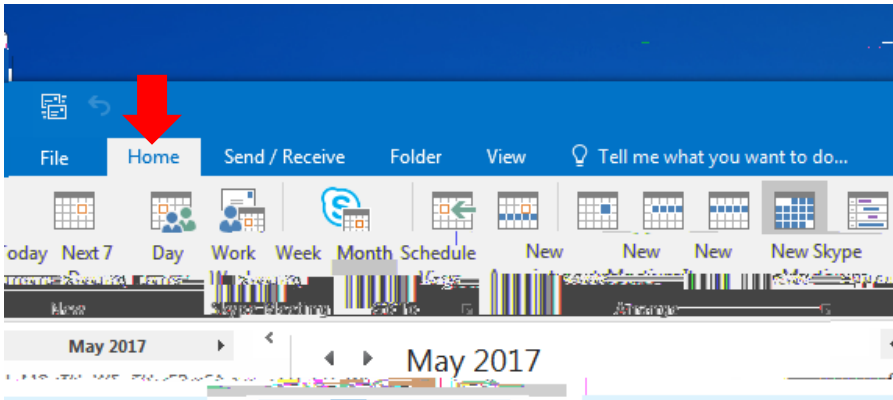
2. Under the Share group tab, check 'Share calendar'.

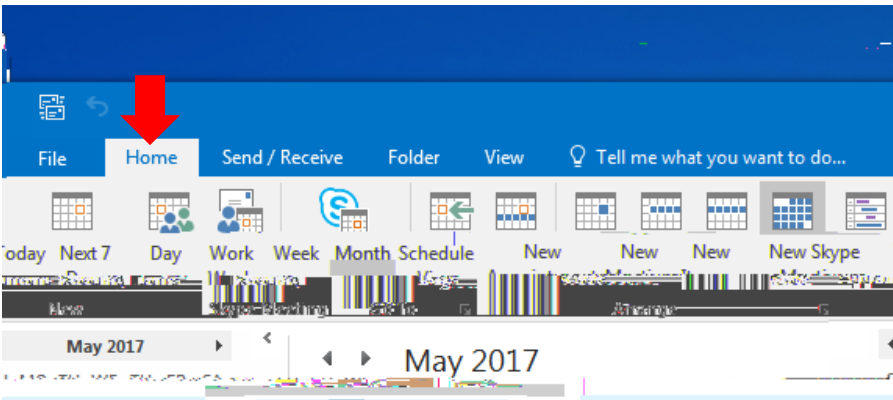3. A sharing invitation will populate and you can enter the person you want to share with in the 'To' box.

4. Under the 'Details' tab, select whether you want the viewer to be able to see 'availability only, limited details or full details'.

Making Appointments Private in Calendar

1. In your Outlook inbox, open your calendar and select the 'Home' tab.

2. Right click on the appointment you want to make private and select private from the drop down menu.