

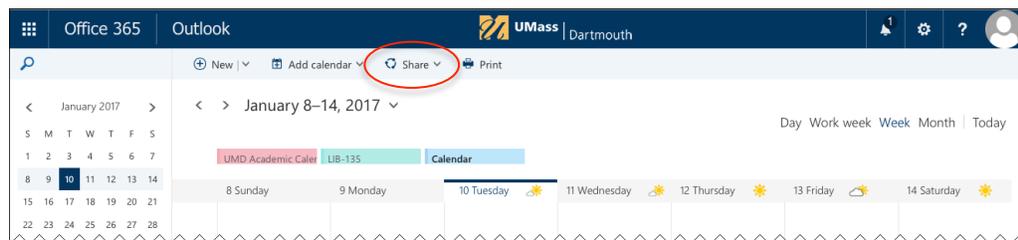


Sharing Your Calendar in Office 365

Sharing your calendar can make scheduling easier for your department, and enable someone to locate you in the event of an emergency. This document explains how to share your calendars with other Office 365 users.

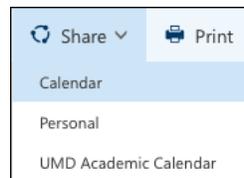
For assistance with this procedure, Faculty and Staff should contact the IT Service center at 508-999-8790 or email itscenter@umassd.edu, and Students should contact the student Help Desk at 508-999-8884, email itstudentcenter@umassd.edu, or visit the Library first floor Help Desk.

1. Open a web browser, and log into the myUMassD portal at <https://my.umassd.edu>.
2. From the Quicklaunch menu, select **Office 365**, then log in again if necessary.
3. On the Office 365 page, click the **Calendar** button.
4. The Calendar window is displayed, as shown here.



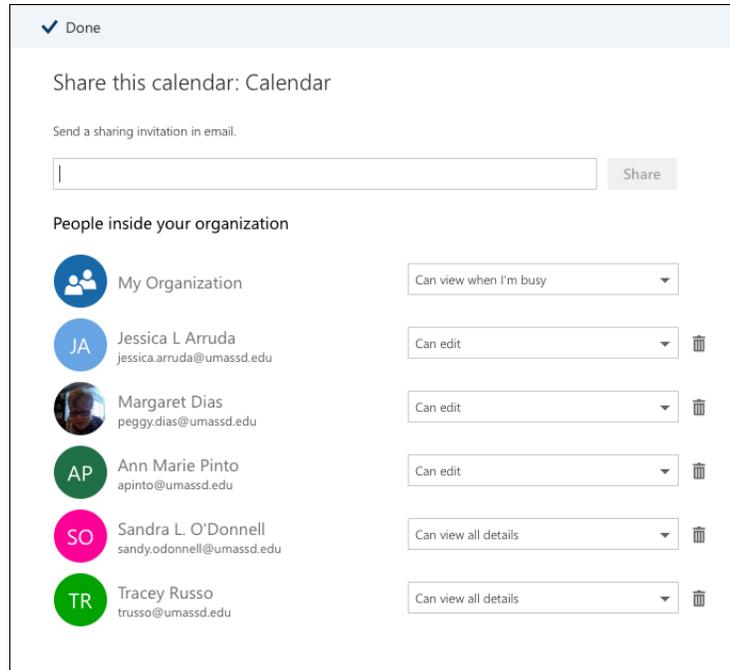
Your enabled calendars are displayed as a row of colored rectangles above the calendar.

5. Click the **Share** button at the top, and select the calendar you want to share. Only calendars that you can edit appear in this menu.



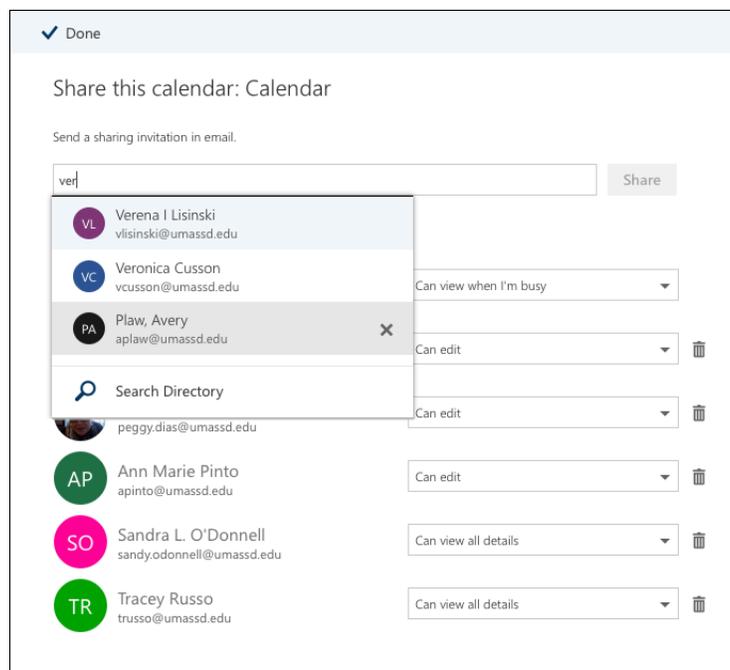


6. The calendar sharing pane opens on the right.



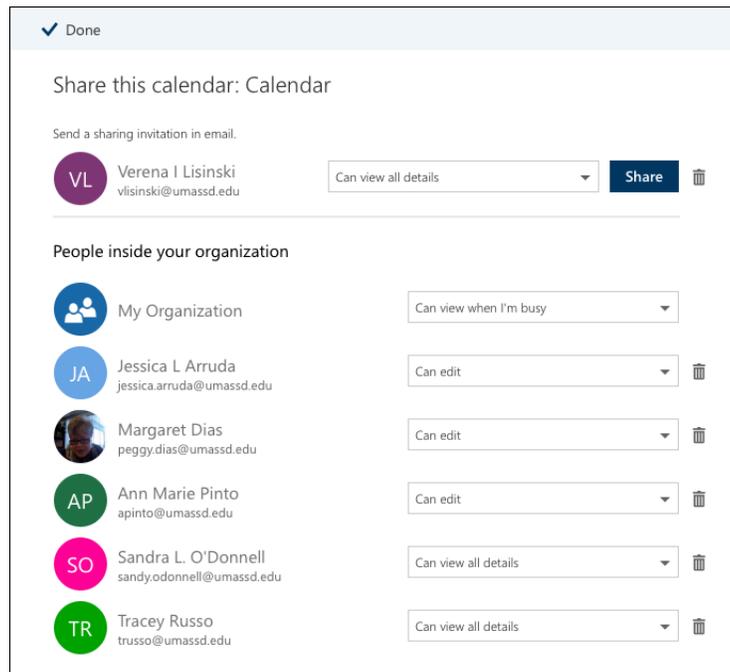
A list of people who already have access to your calendar may appear below the field at the top. Note that everyone at UMass Dartmouth can see your free and busy times.

7. Begin typing the name of the person you would like to share your calendar with into the field provided. A list of possible matches is shown below the field.





- Click to select the desired person from the match list.
- Once you have selected someone, you must select their access level to your calendar.



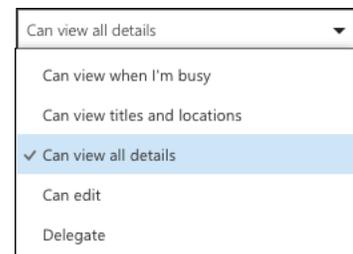
Click to open the pop-up menu to the right of the person’s name, and select the desired access level.

Several options are available. They are arranged in order from the least access at the top to the most at the bottom.

Can view all details is selected by default.

To allow someone to make changes to the selected calendar, choose **Can edit**.

To allow someone full control of the selected calendar, including the ability to share it, choose **Delegate**.

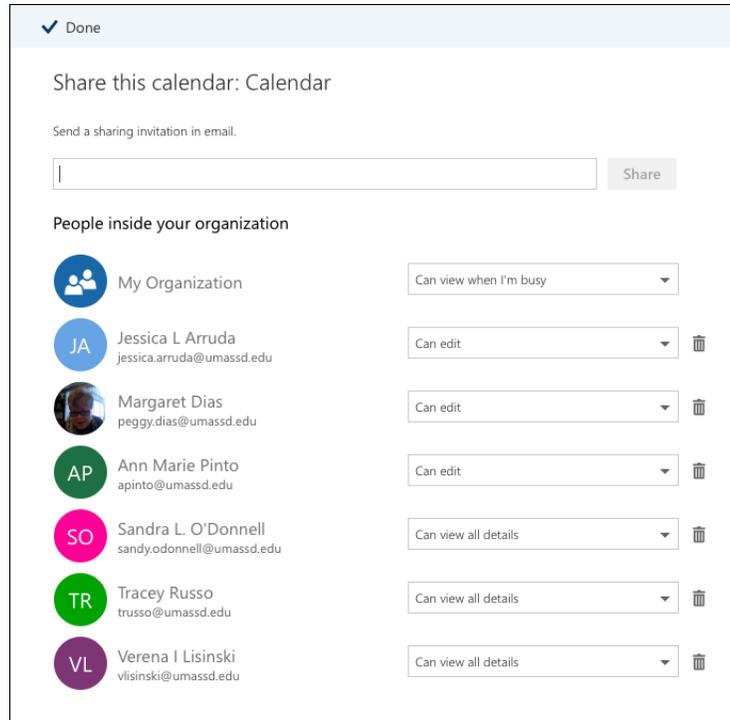


- Click the **Share** button.

An email message is sent to the recipient, inviting them to access your calendar. They must open the message and accept the invitation. Then your shared calendar will appear in their calendar list.



11. After the share invitation is sent, the person appears in your sharing list.



Use the pop-up menu to the right of a name to change that person's access level. To revoke someone's access, click the trash button to the right of their name. Click **Done** at the top when complete.