

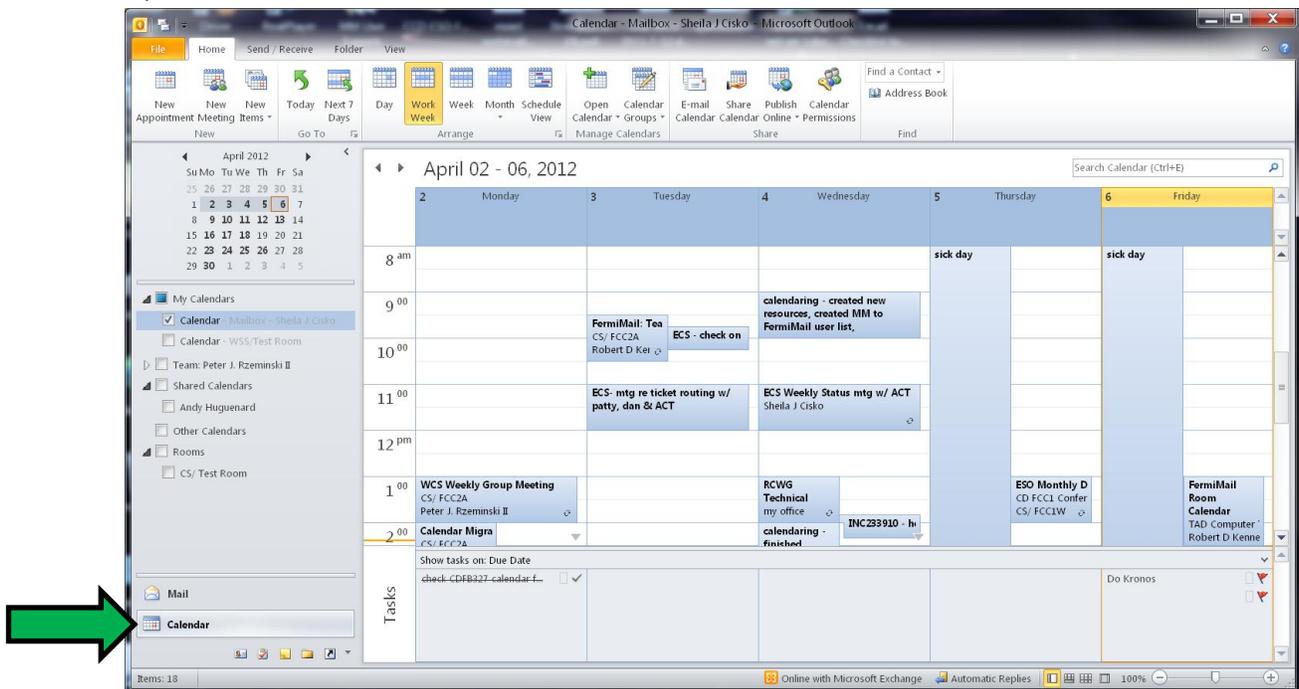
Sharing Your Calendar (Read Only) in FermiMail using Outlook or Webmail

A brief explanation of calendar sharing vs. delegation:

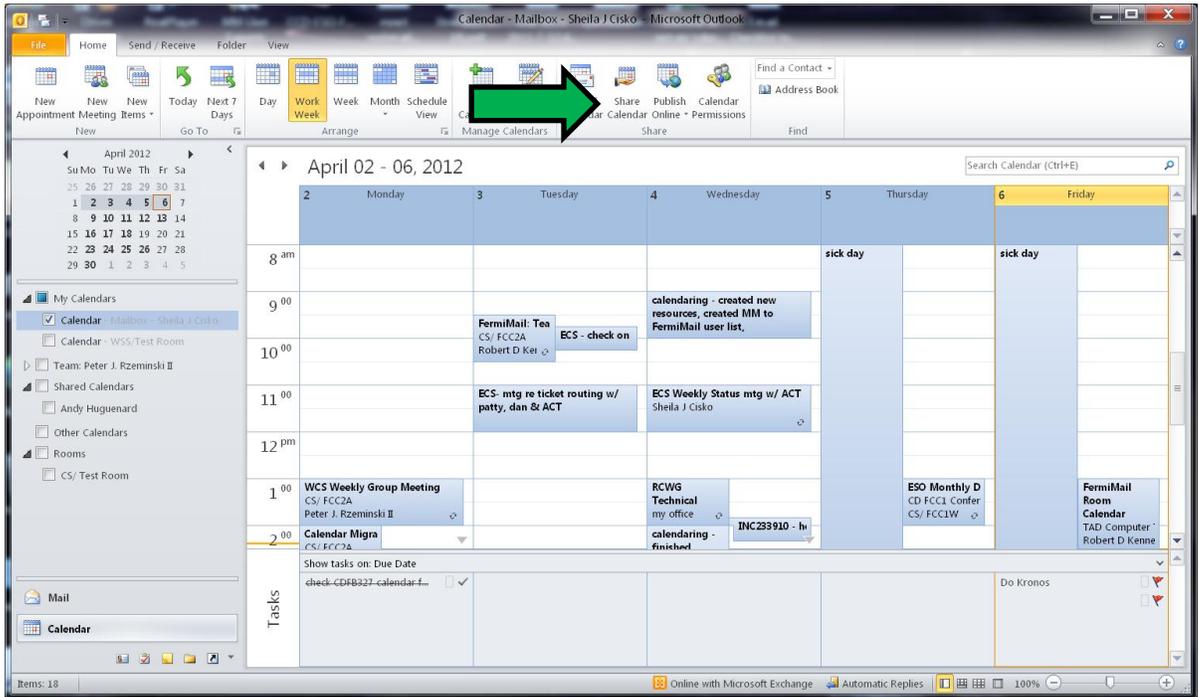
- If you want another user to view your calendar but not write to it, you can share your FermiMail calendar with him/her. In FermiMail this is called “calendar sharing”. It is similar to read-only proxy.
- Delegation allows another user, typically an administrative assistant, to read and write to your calendar. Delegatee privileges can also be set to send email on your behalf. Please view the document [How to grant delegate access](#) on how to grant delegate access.

How to share your calendar in Outlook

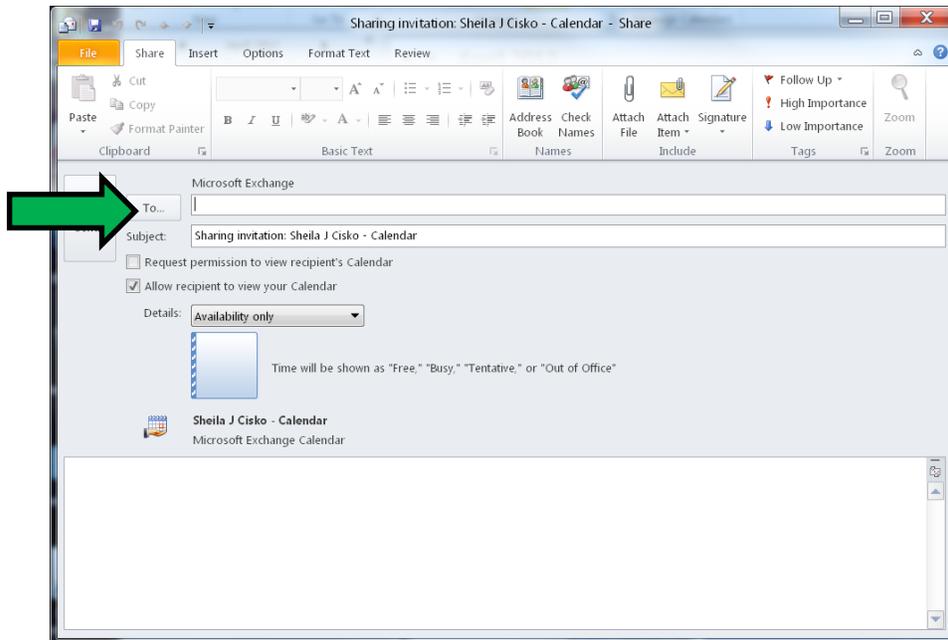
1. Open Outlook Calendar.



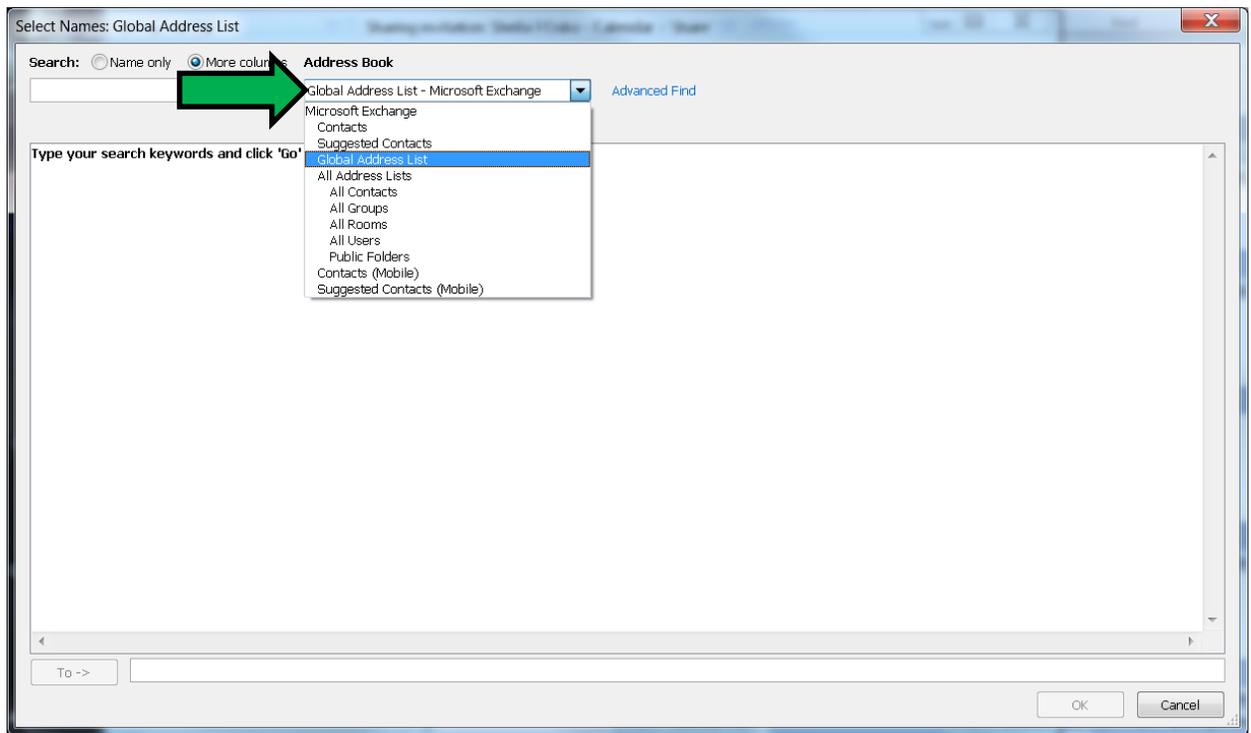
2. On the Calendar ribbon, click “Share Calendar”.



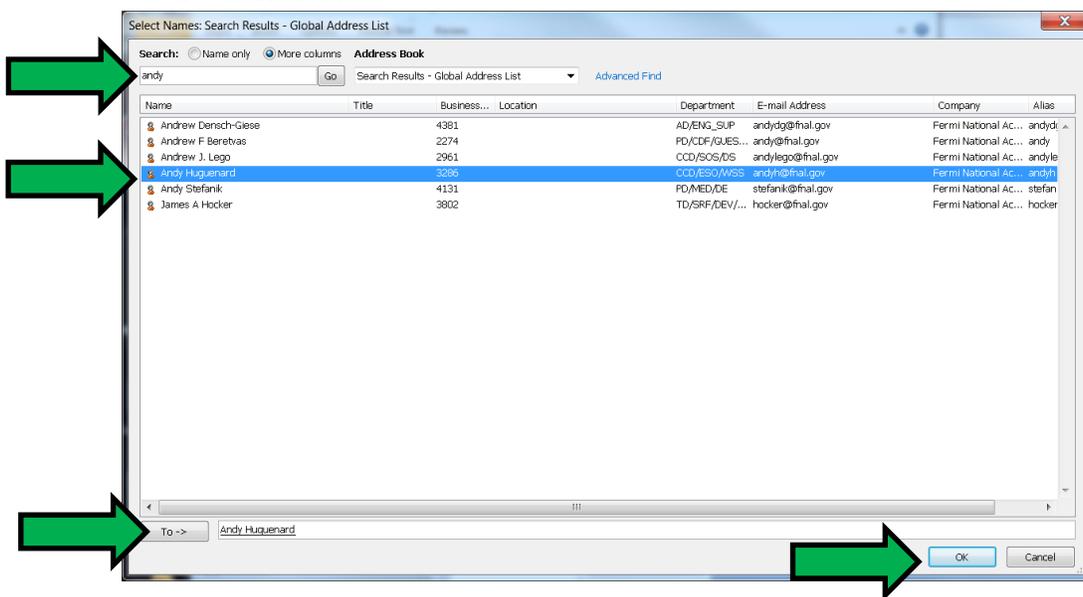
3. This will open a “Sharing Invitation” window. Click the “To...” button.



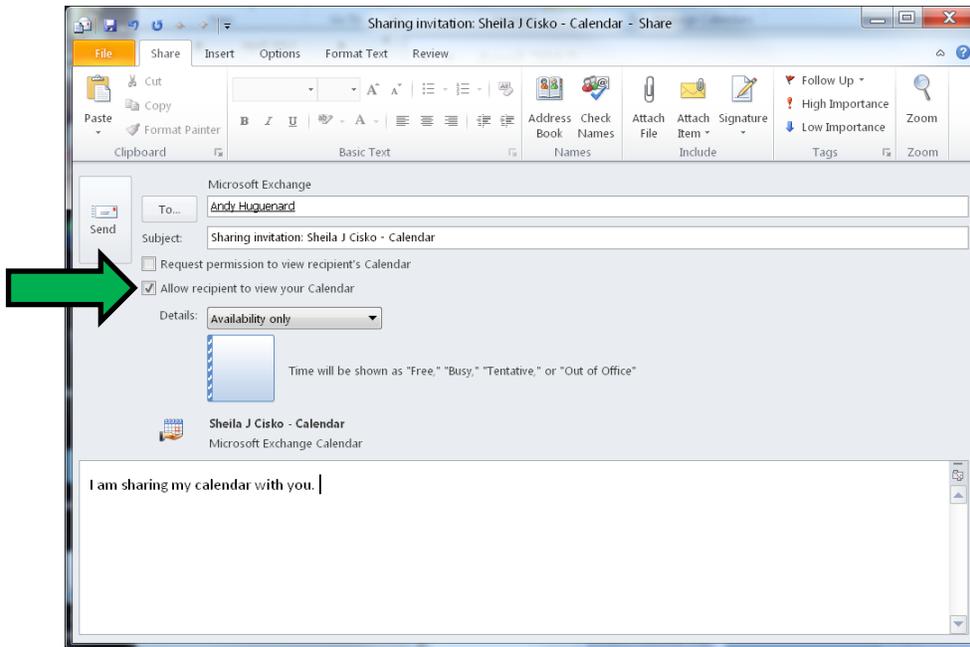
4. Another window will open. Make sure the Address Book is selected to “Search Results – Global Address List”. The Global Address List is a directory that contains entries for all FermiMail users.



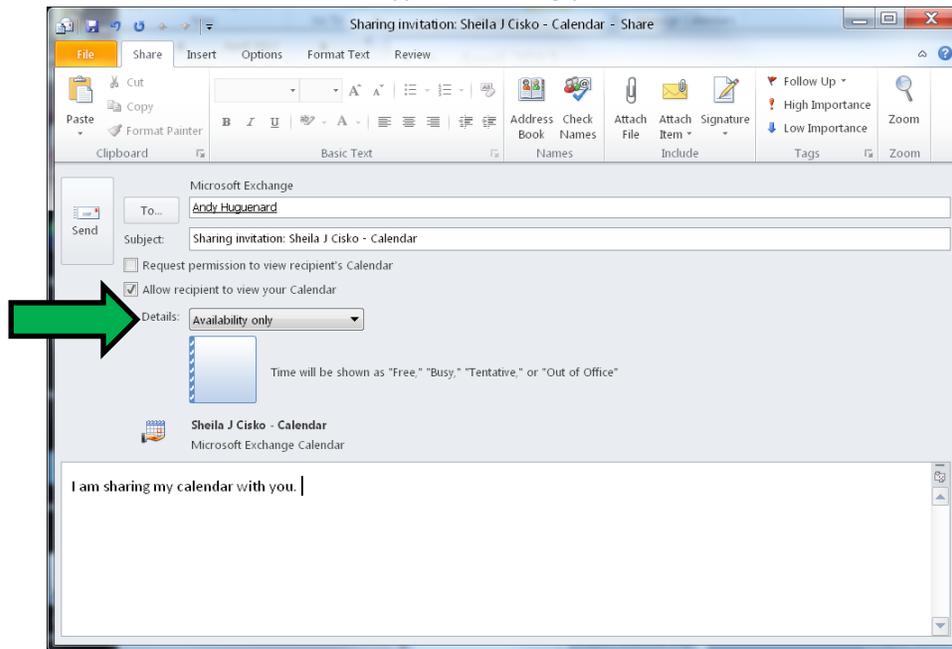
- Enter a name in the search field and select the name from the options, double click it to populate the “To” field.
- You may enter multiple addresses in the “To” field.
- Click “OK”.



5. Check the box next to “Allow recipient to view your Calendar”.



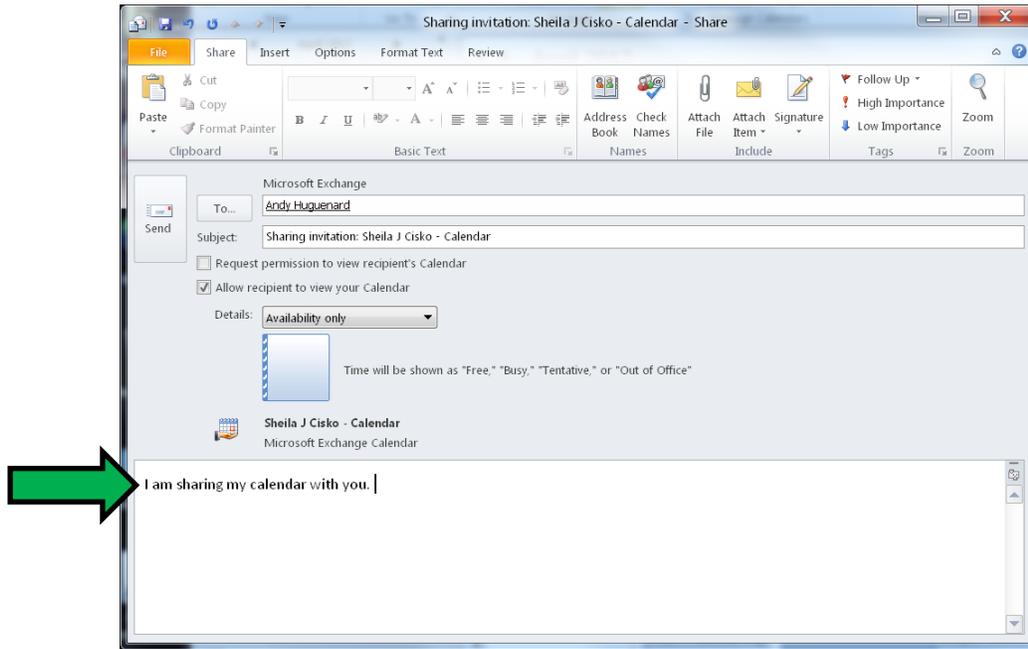
6. In the “Details” field set the type of viewing you want.



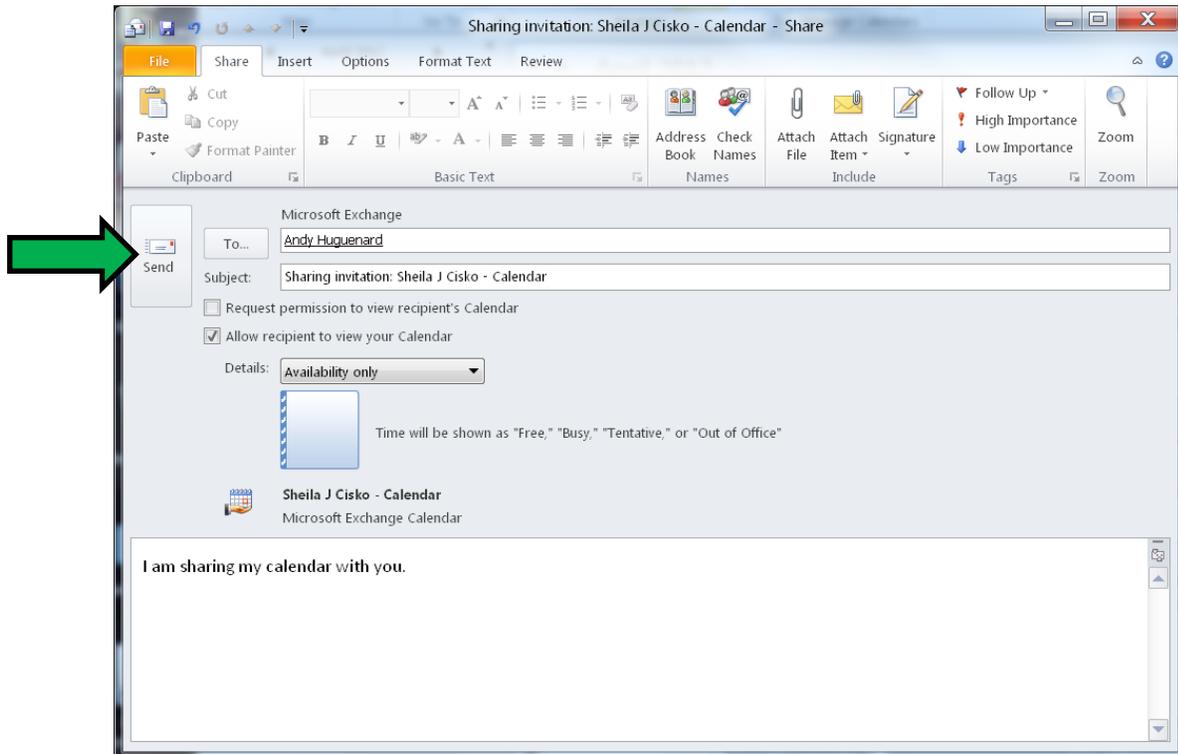
- Availability only** - Time will be shown as “Free”, “Busy”, “Tentative,” or “Out of Office”.
- Limited details** – includes the availability and subject of calendar items only.
- Full details** – includes the availability and full details of calendar items.

****Examples of how these views will be displayed are shown at the end of this document.****

7. You may add a note in the body of the invitation e-mail such as “I am sharing my calendar with you”.

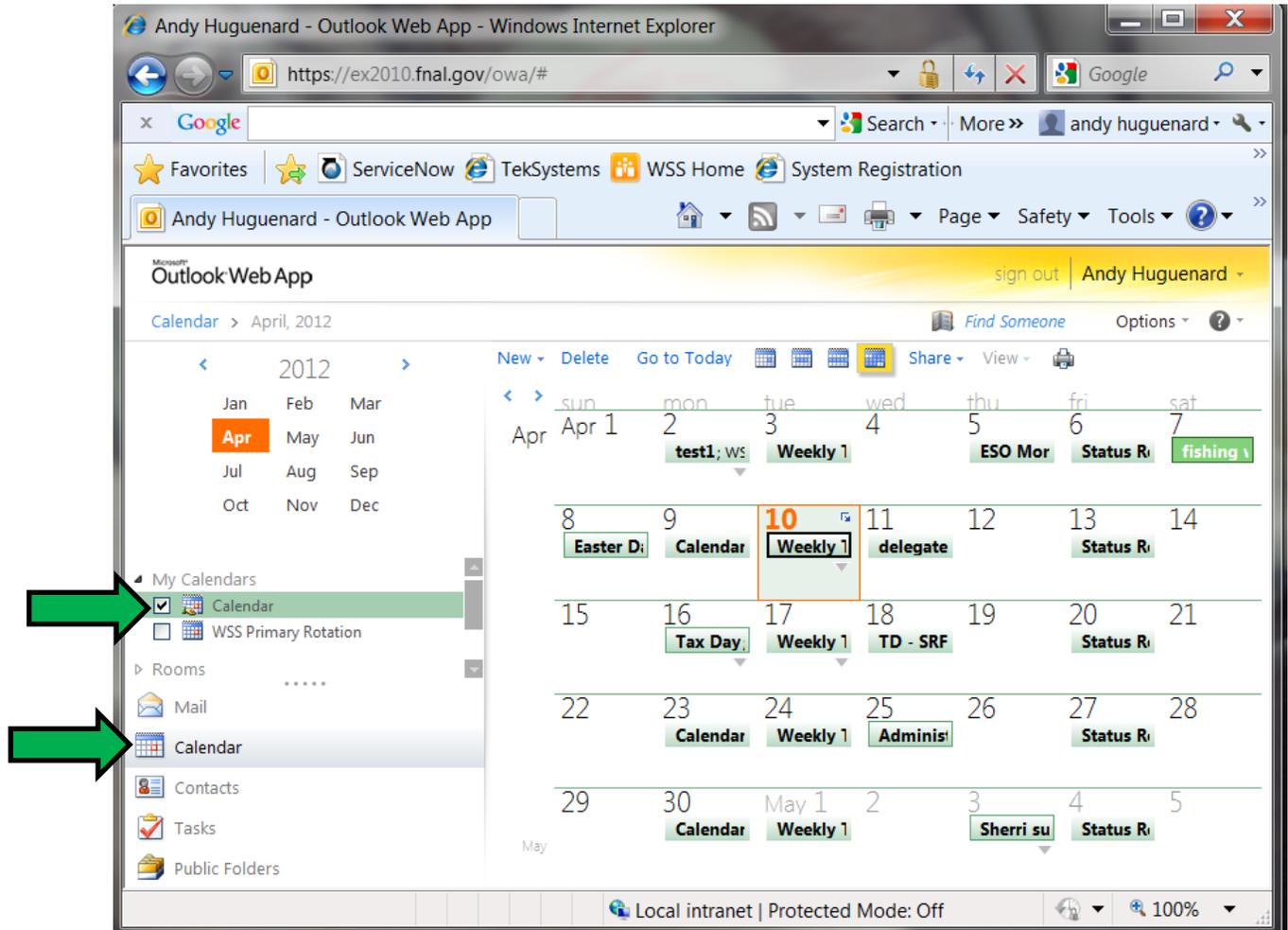


8. Click the “Send” button.

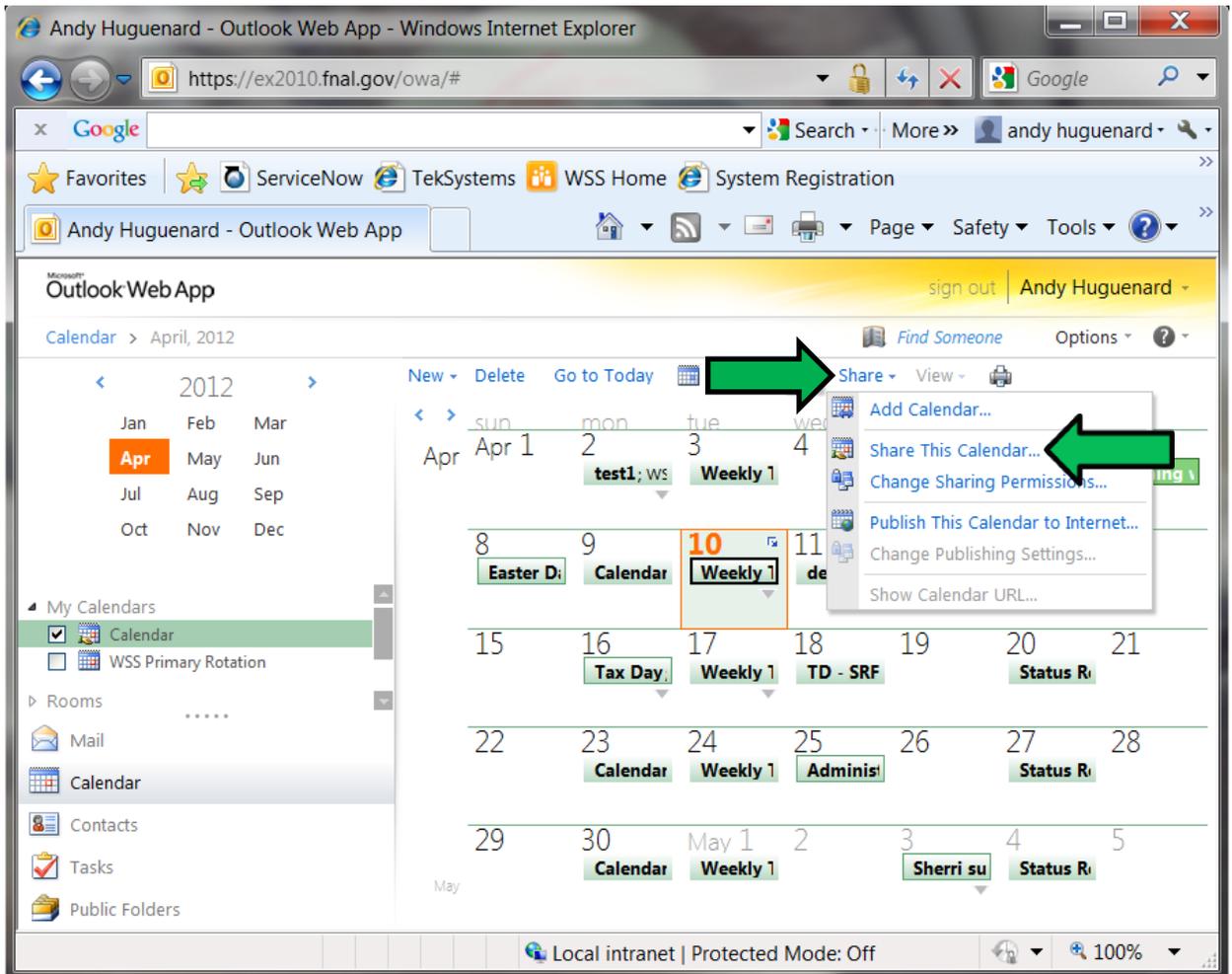


How to share your calendar in Webmail

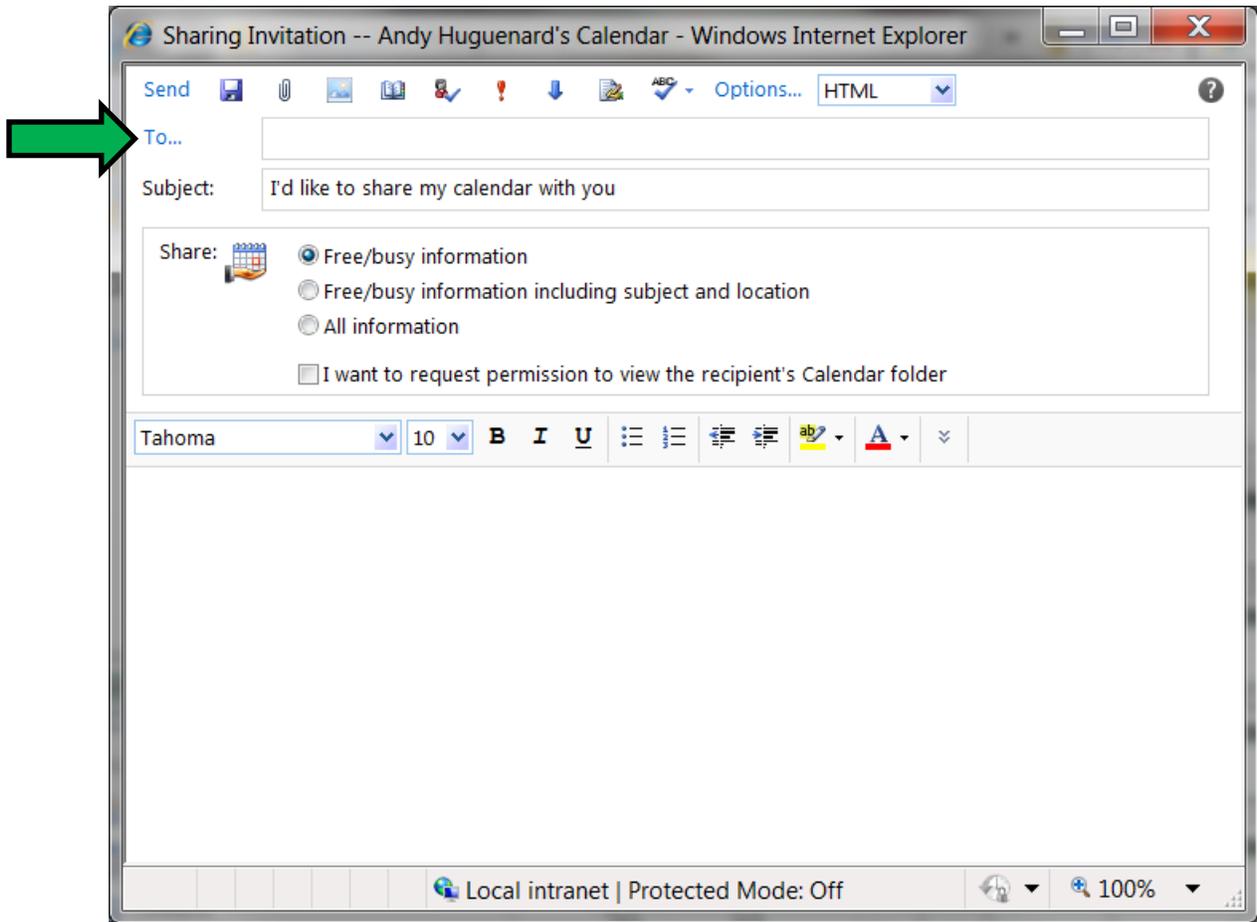
1. Log in to the Webmail at <https://email.fnal.gov>.
2. Open the Calendar and select your calendar.



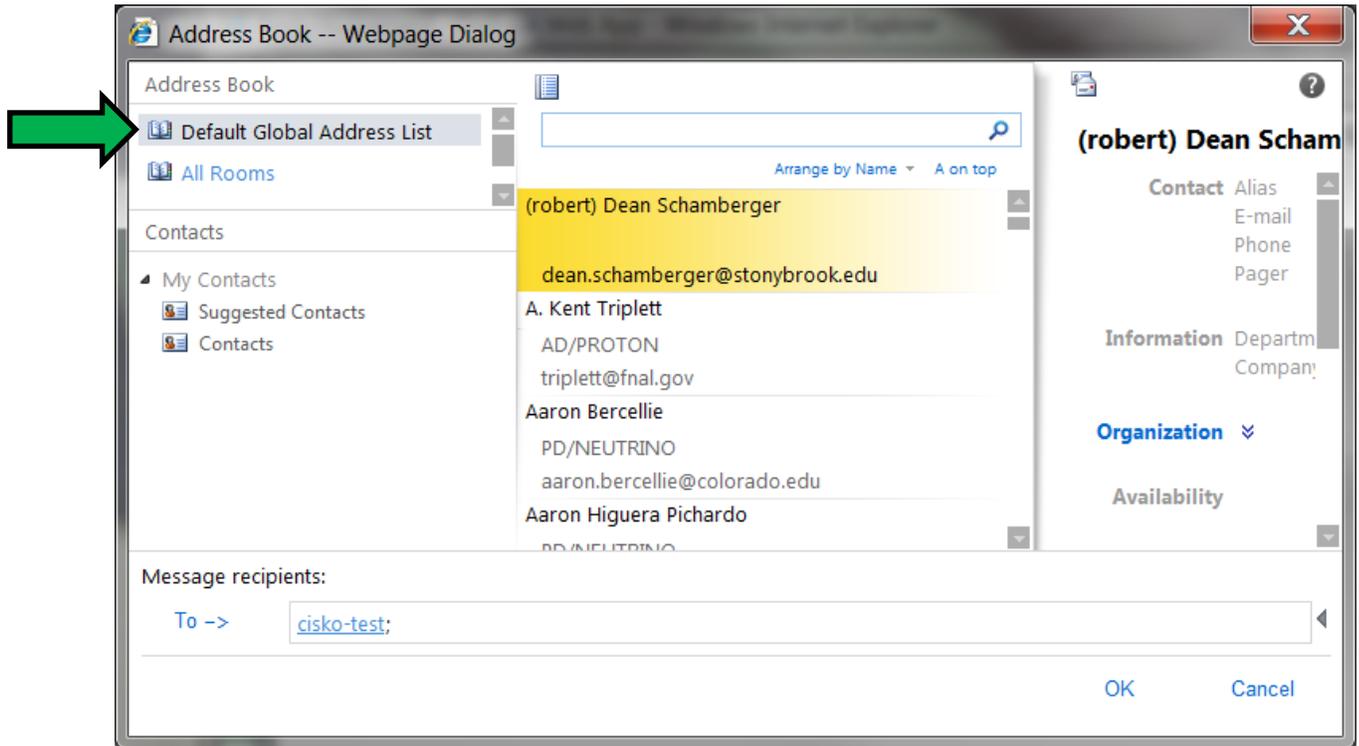
3. On the menu bar, click "Share" and select "Share This Calendar..."



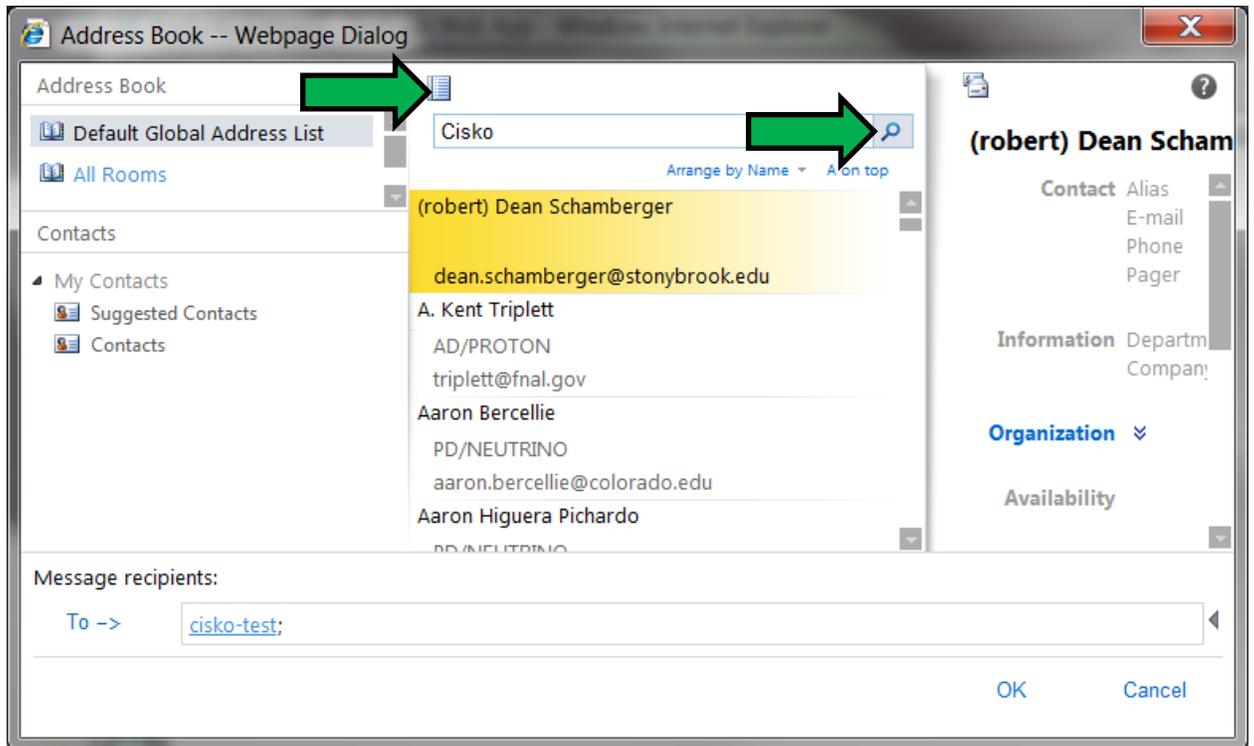
4. This will open a "Sharing Invitation" window. Click "To..."



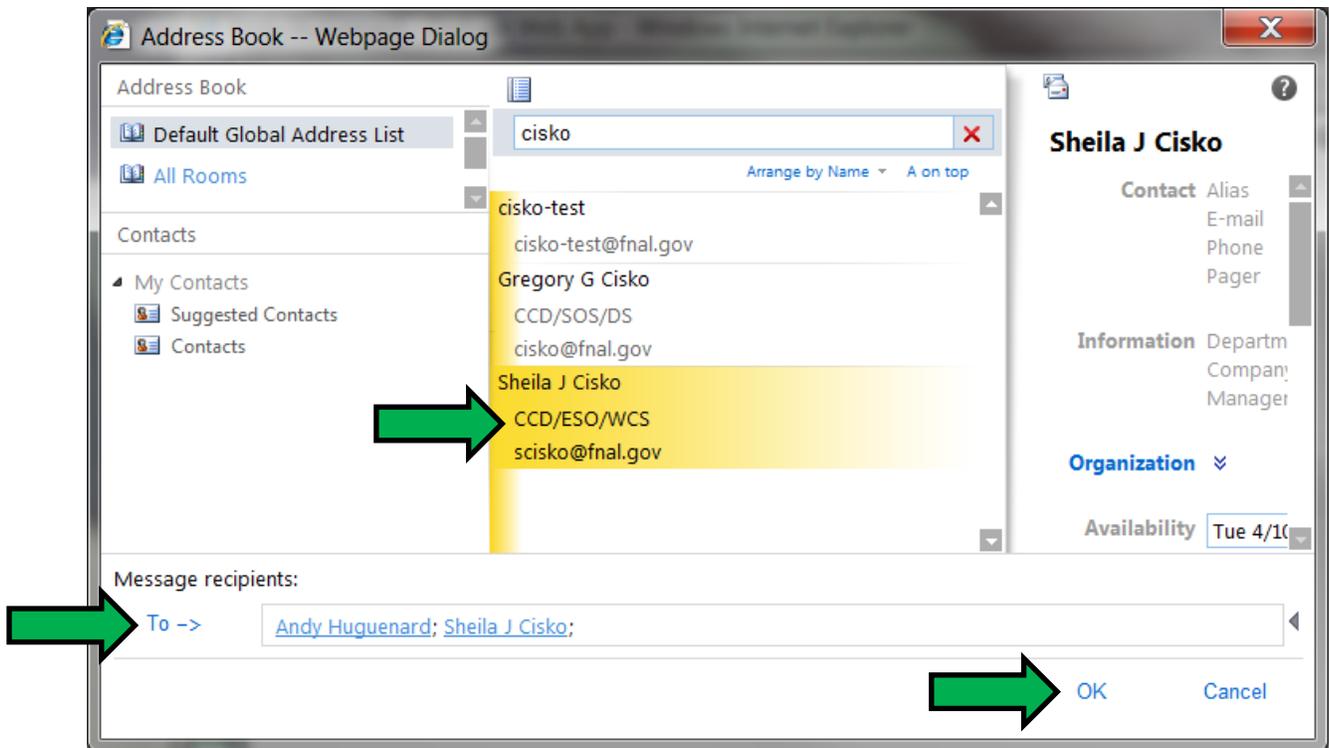
5. Another window will pop up. Click "Default Global Address List". The Global Address List (GAL) is a directory that contains entries for all FermiMail users.



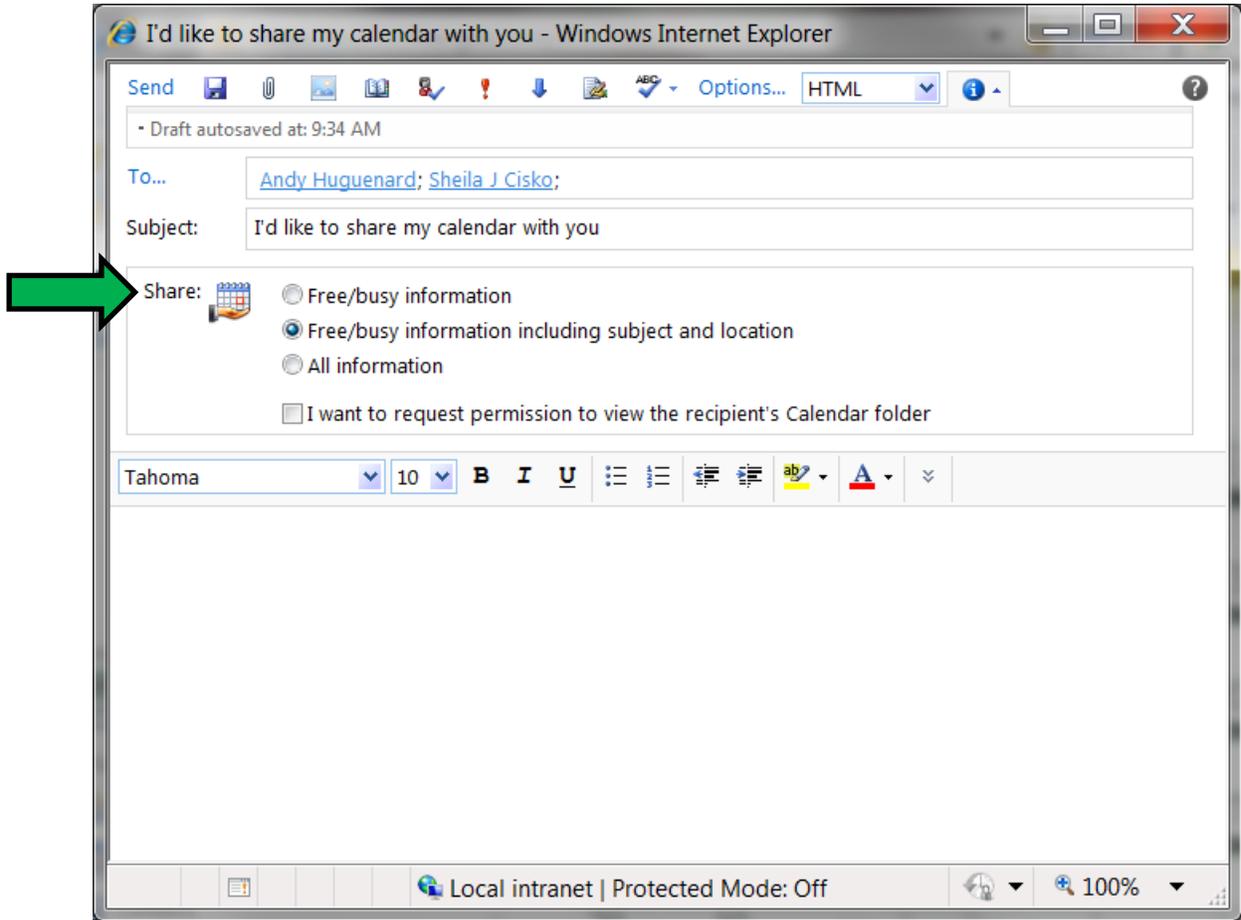
6. Enter the user's name in the search field and click the search icon.



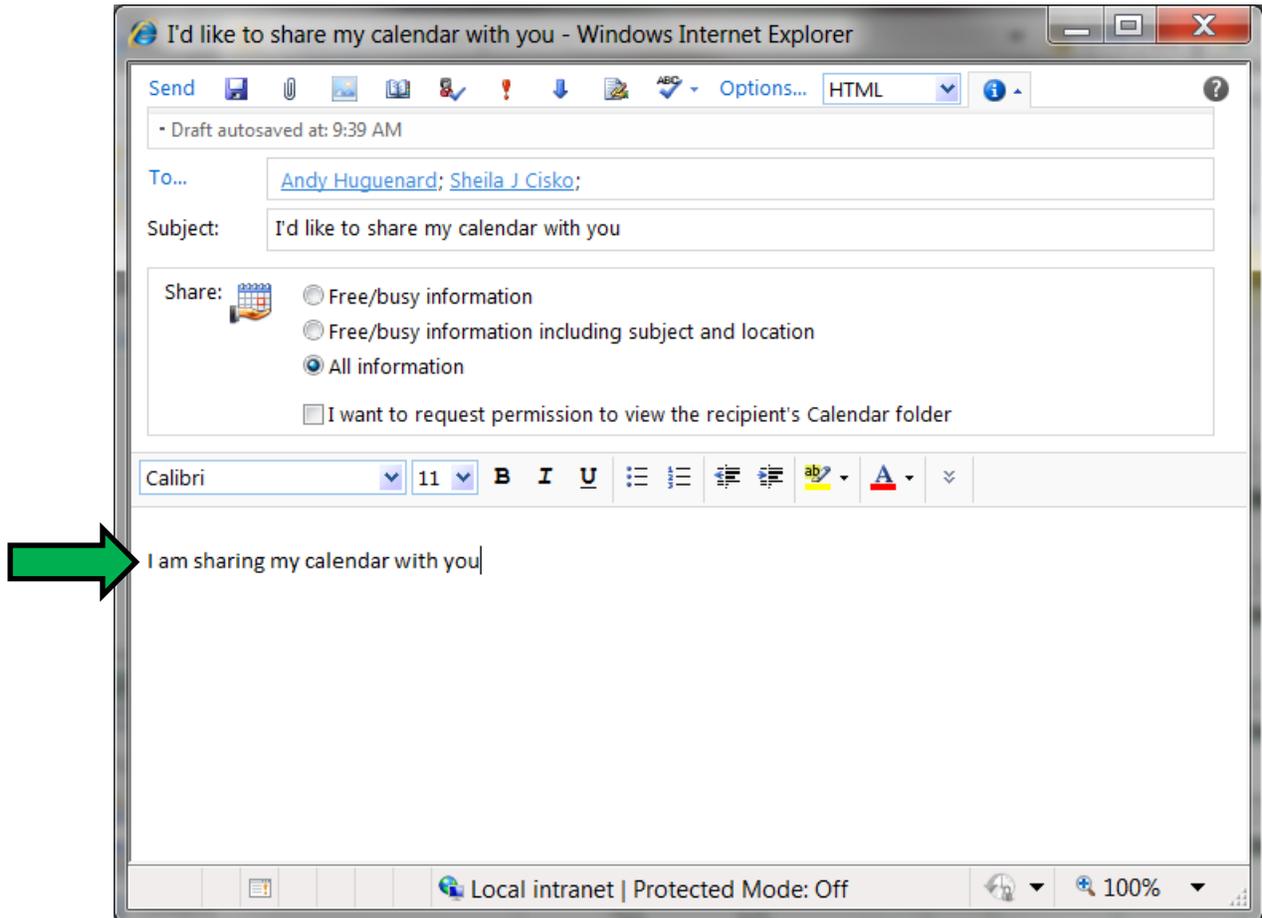
7. Double click the user's name from the list to populate the "To" field.
 - a. You may enter multiple addresses in the "To" field.
 - b. Click "OK".



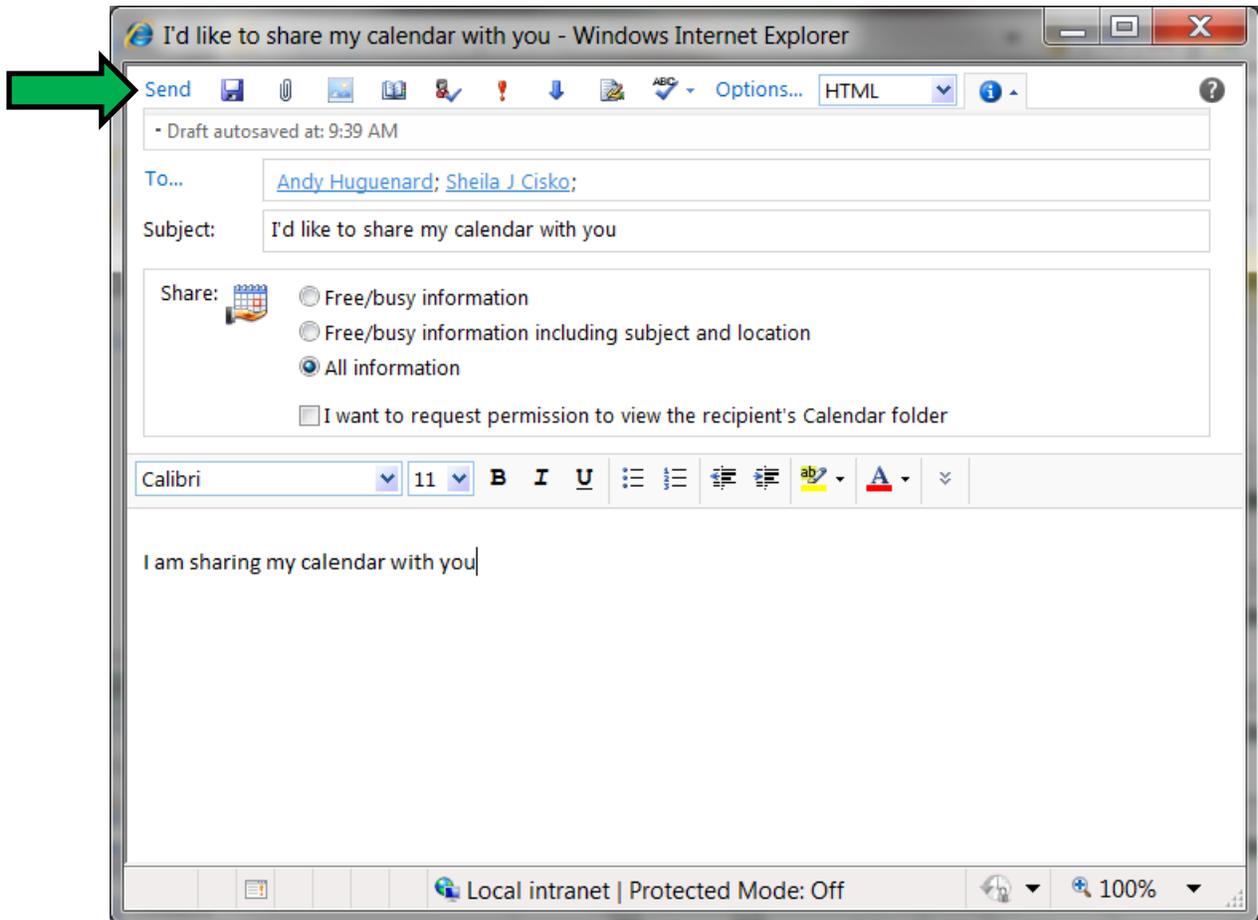
8. Select the detail level you wish to share with the user.



9. You may add a note in the body of the invitation e-mail such as “I am sharing my calendar with you”.



10. When ready, press the "Send" button.



*** Examples of different detail options ***

- **Availability only:** Time will be shown as “Free”, “Busy”, “Tentative,” or “Out of Office”. (Users cannot click on the meeting to open.)

◀ ▶ April 2012 Search Anna Lidman - Calendar (Ctrl+E)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Apr 1	2	3	4	5	6	7	
4/1 - 6							
8	9	10	11	12	13	14	
4/8 - 13				Tentative			
15	16	17	18	19	20	21	
4/15 - 20		Busy	Out of Office	Busy		Busy	

- **Limited details:** includes the availability and subject of calendar items only. (Users cannot click on the meeting to open.)

◀ ▶ April 2012 Search Anna Lidman - Calendar (Ctrl+E)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Apr 1	2	3	4	5	6	7	
4/1 - 6							
8	9	10	11	12	13	14	
4/8 - 13				test; IT Room 5			
15	16	17	18	19	20	21	
4/15 - 20		test1; Guest Roo	Test2 no change	test 3; Guest Roo		test; Media Room	

- **Full details:** includes the availability and full details of calendar items. Calendar items can be opened to show full details. (**No changes can be made by the users**)



test 3 - Meeting (Read-Only)

File Meeting Insert Format Text Review

Appointment Scheduling Assistant Tracking Show Attendees Contact Attendees 15 minutes Room Finder Tags Zoom

1 attendee accepted, 0 tentatively accepted, 0 declined.

To: Guest Room 1
 Subject: test 3
 Location: Guest Room 1 Rooms...

Start time: Wed 4/18/2012 8:00 AM All day event
 End time: Wed 4/18/2012 8:30 AM

Meeting event can be opened to view all the details of the event.

In Shared Folder: Anna Lidman Last modified by Anna Lidman at 11:13 AM

See more about: Anna Lidman.

Room Finder

◀ April, 2012 ▶

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Good Fair Poor

Show a room list: Custom

Choose an available room: None

Suggested times: 8:00 AM - 8:30 AM Current meeting time