YORK ST JOHN UNIVERSITY Est. 1841

Viewing and sharing calendars in Outlook 2016

Viewing another person's calendar

You can view anyone else's Outlook calendar but you will only be able to see limited busy/free information unless they have shared it with you as detailed below.

To add someone else's calendar, click on your **personal calendar**. Select the **Home** menu and click on **Add Calendar** then **From Address Book**.

Search for the email address of the person you wish to view. As you start to type, suggested addresses will appear.
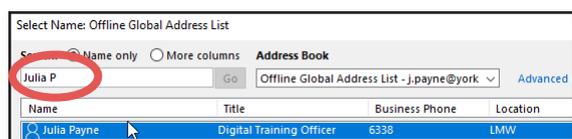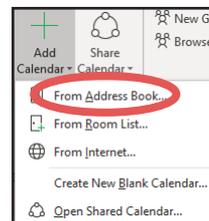
Select the correct name/email address by a **double click** then click **OK**. Their calendar should now appear under **Shared Calendars** to the left of your screen.

Sharing a calendar

All YSJ calendars are viewable by other members of staff but only show busy/free information. To share more details, open your calendar, select the **Home** menu and click on **Share Calendar** then **Calendar**.

Sharing a calendar, controlling and withdrawing calendar sharing are all accessible from this menu.
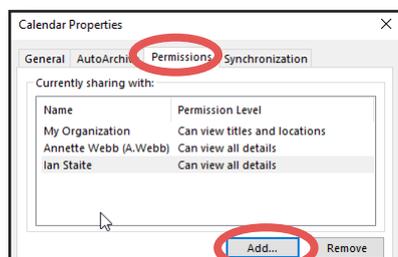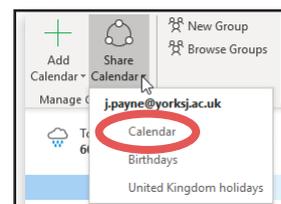
In **Calendar Properties**, under the **Permissions** tab, you will see a list of people who can currently view your calendar. To add a new person, select **Add** to choose the people you wish to view your calendar and **Add** each email address (you can search using the appropriate University address list). When you are happy with your selection, click **OK**.

Controlling calendar sharing

Once a new person has been added, individual access to your calendar can be amended by selecting the recipient, then changing their permissions. Click **Apply** to ensure changes are saved.
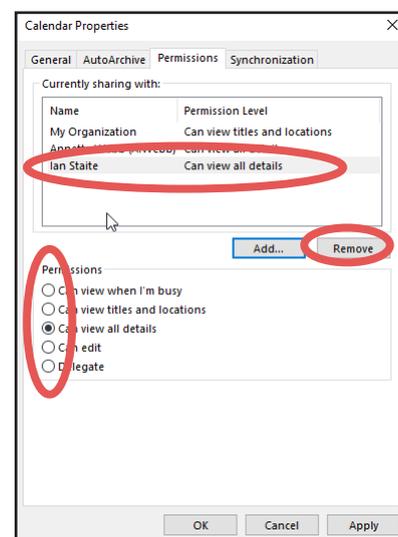
Withdrawing calendar sharing

If, at a later date you wish to withdraw calendar sharing. Select the **Home** menu and click on **Share Calendar** then **Calendar.** This takes you back to the **Calendar Properties** dialog box where calendar sharing can be withdrawn simply by clicking on the individual name and clicking **Remove**.