

How to share your calendar with Drake's web-calendar system

Included: why you would want to share your calendar, how to share, how to accept someone's share, and how to revoke sharing privileges.

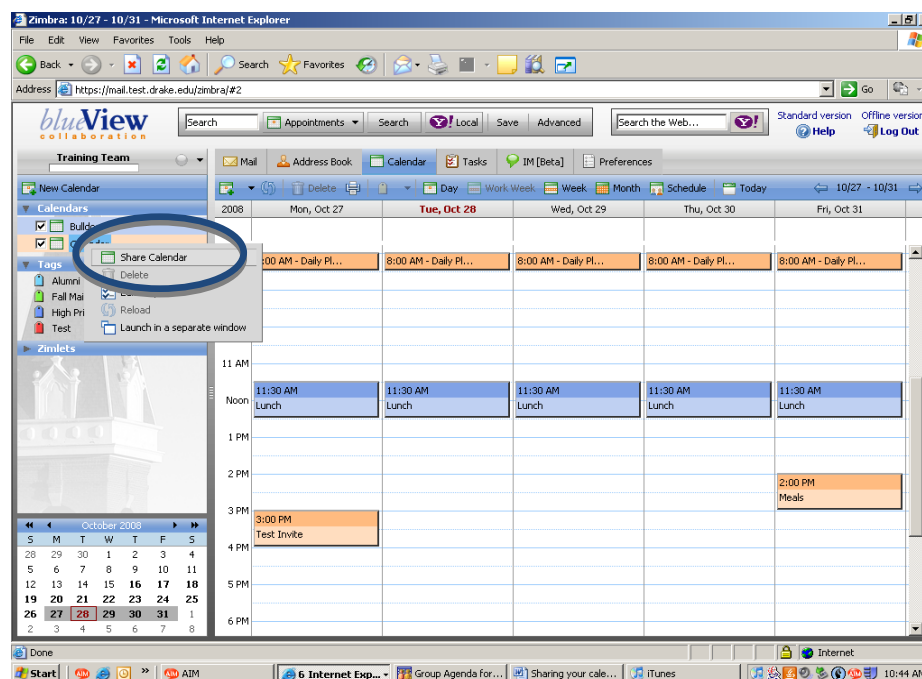
Sharing your calendar with your boss, your department, or others you work with on a regular basis allows them to see at a glance where you are or what you are currently working on.

You can share your calendar with the following privileges:

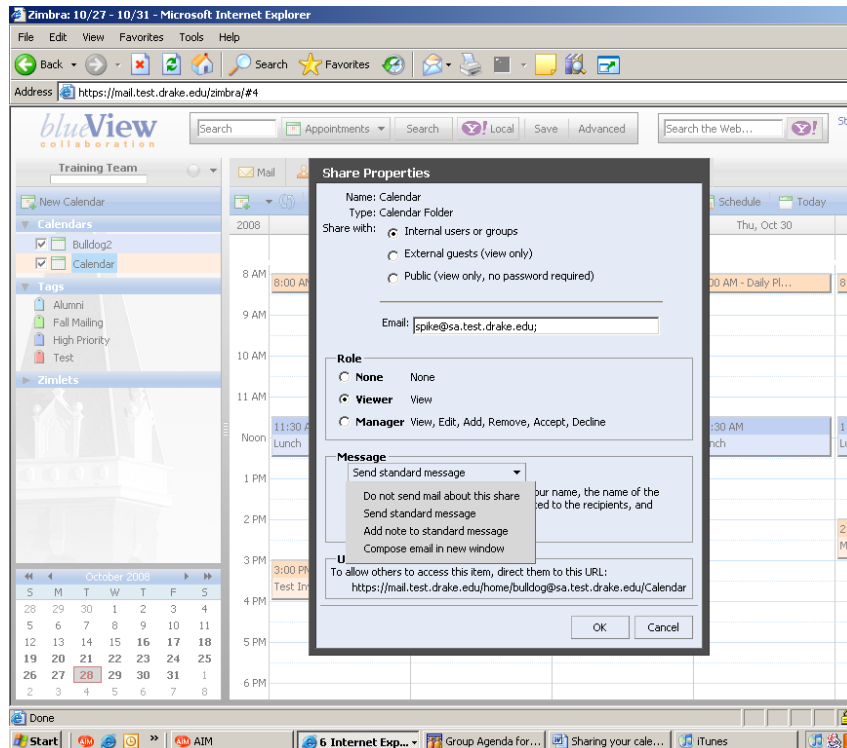
- **Viewer.** The grantee can see the activities posted to your calendar and the status of meeting requests, but cannot make any changes to your calendar.
- **Manager.** The grantee has full permission to create meetings, accept or decline invitations, and edit and delete activities from your calendar.
- **None** is an option to temporarily disable access to a grantor's shared calendar without revoking the share privileges. The grantee still has the calendar in their calendar list but cannot view or manage activities on the grantor's shared calendar.

To share your Calendar

Right-click on the calendar to share and select Share Calendar.



On the Share Properties dialog select with whom you'd like to share your calendar.



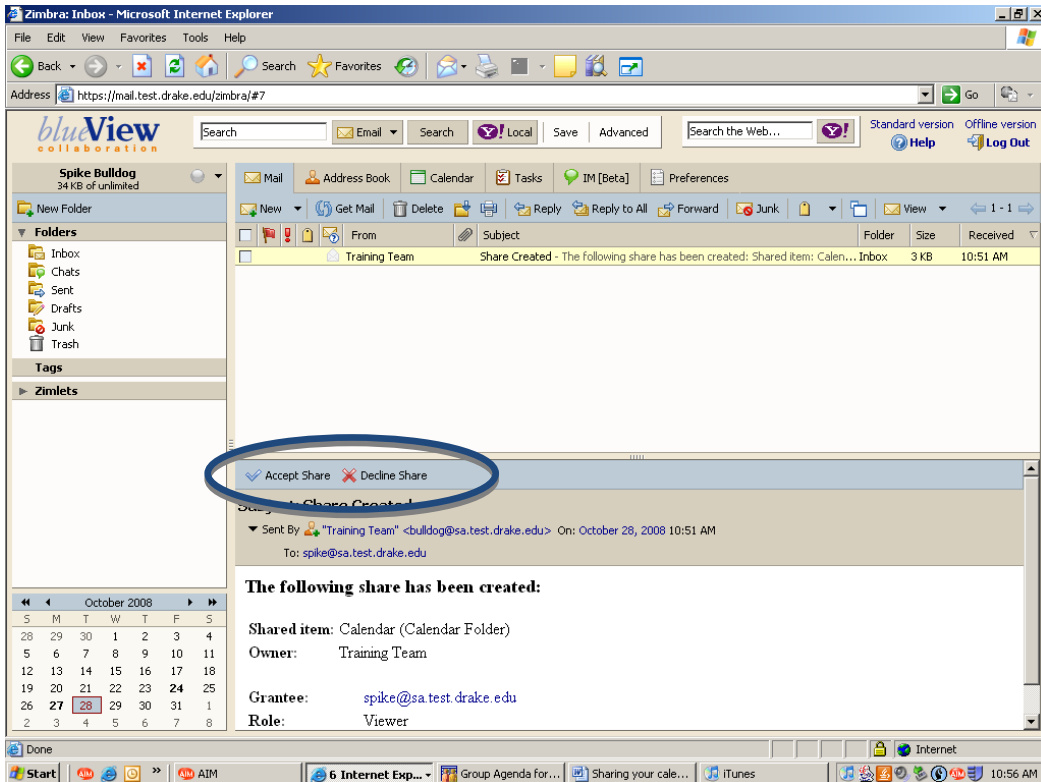
1. Choose Internal users or groups
2. Enter in the email address(es) separated by a semi-colon.
3. In the Role area, select the access permissions.
4. In the Message area, select which type of message to send from the drop-down menu.
5. Click OK.

Accepting access to a shared calendar

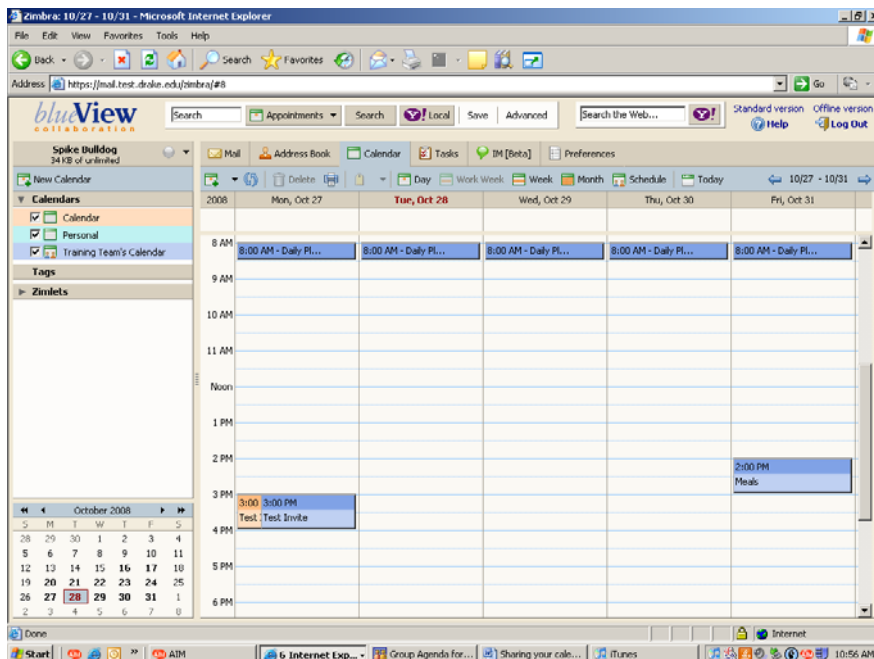
If you receive an email notice that you have been granted access to share another person's calendar, you can accept or reject the share.

To accept access to a shared calendar

1. Click Accept Share in the email. The Accept Share dialog opens and describes the role granted to you.



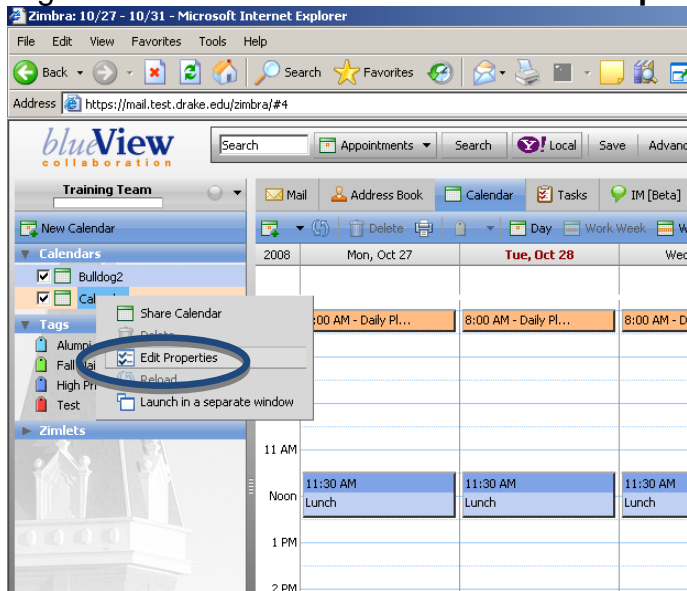
2. Before you accept you can customize the calendar name and select a color for messages to be displayed.
3. Check the **Send mail about this share**, to send a confirmation back to the grantor. (optional)
4. Click **Yes**. The new shared calendar is added to your Calendar list. The message is moved to your Trash folder.



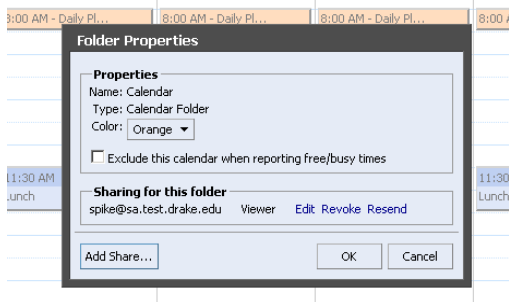
Editing or revoking permission

You can edit or revoke permissions at any time.

Right-click a shared calendar. Click **Edit Properties**. Users sharing the folder are listed.



Click **Edit** to change permissions, or click **Revoke** to remove permissions.



Click OK