

- 1. Open Outlook
- 2. Navigate to your calendars

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File Home Send / I	Receive Folder View	Adobe PDF Q Tell	l me what you want	to do			
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Filter applied			Connected				

3. In the left-hand pane, right-click the shared calendar that you want to share > click **Share** > click **E-mail Calendar**...

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- 4. This will open a new email and window to configure calendar share settings.
- 5. Click on the **Date Range** dropdown to configure the range of which you want to share

Send a	Calendar via E	-mail	×
	Specify the ca	lendar information you want to include.	
	Calendar:	Calendar - MHD-Nintex_HM1 ~	
	Date Range:	Today 🗸 🗸	
	Detail:	Today Tomorrow Next 7 days Next 30 days Whole calendar Specify dates	~
	Advanced:	Show >> OK Cancel	urs

6. Click on the **Details** dropdown and choose the amount of appointment information you would like to share.

Send a Calenda	r via E-mail	×
Specify	the calendar infor	mation you want to include.
Calenda	ar: Calendar -	мнд-
Date Ra	nge: Today	~
	Wed 4/3/20	19
Detail:		Availability only Time will be shown as "Free," "Busy," "Tentative," "Working Elsewhere," or "Out of Office"
Advanc	ed:	Availability only Time will be shown as "Free," "Busy," "Tentative," "Working Elsewhere," or "Out of Office"
		Limited details Includes the availability and subjects of calendar items only
		Full details Includes the availability and full details of calendar items

7. Click **OK** once the desired settings has been selected.

Send a	Calendar via E	-mail	$\times$
	Specify the ca	lendar information you want to include.	
	Calendar:	Calendar - MHD-	
	Date Range:	Whole calendar	
	Detail:	Limited details Includes the availability and subjects of	
		calendar items only	
	Advanced:	Show >> OK Cancel	

8. If Whole calendar was chosen for a date range, click **Yes** to confirm.

	Send a	Calendar via E	mail	$\times$
		Specify the ca	lendar information you want to include.	
		Calendar:	Calendar - MHD-Nintex_HM1 ~	]
		Date Range:	Whole calendar V	
Microsoft	Outlook			

This will include your whole calendar, including all items in the past. Do you want to include the calendar anyway?

	Shom >>	01/	Canaal
		OK	Cancel

 $\times$ 

9. Click the **From** dropdown to choose the desired email address that you would like to send the calendar share invitation to.

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File Message Insert Options	Format Text Review Adobe PDF Q Tell me what you want to do	
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	Out of Office 🔯 Working Elsewhere 🔲 Outside of Worke Hours	
	April 2019	
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- 10. Enter your chosen recipient(s) then click Send.
- 11. The recipient of the invitation should click the **Open this Calendar** button in outlook to accept the invitation

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12. Click Yes on the "Add this Internet Calendar to Outlook?" prompt



13. This will bring the recipient to the calendar section of Outlook where they can now see the shared calendar



## **For More Information**

Please contact Information Technology Services at <u>support@mnstate.edu</u> or 218.477.2603 if you have questions about this material.