Opening a shared calendar that you have access to
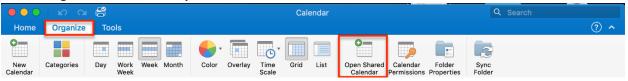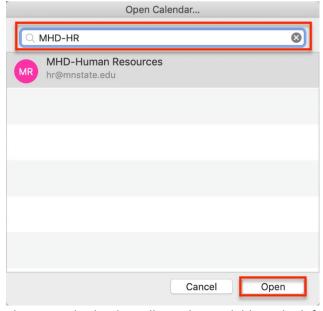
1. Open Outlook
2. At the bottom of the left-hand navigation pane, select the **Calendar** icon

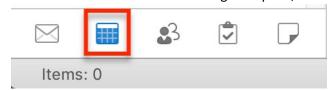3. On the **Organize** tab, choose **Open Shared Calendar**

4. In the **Open Calendar** search box, enter MHD-<Name of Calendar>. Select the calendar from the search results, then click **open**.

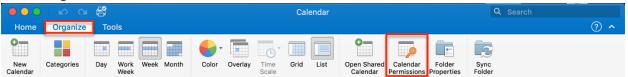5. The opened calendar will now be available in the left-hand navigation pane of outlook.
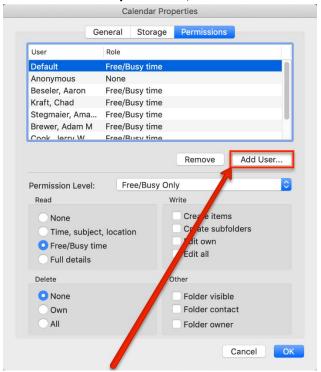
Sharing your MSUM calendar

1. Open Outlook
2. At the bottom of the left-hand navigation pane, select the **Calendar** icon
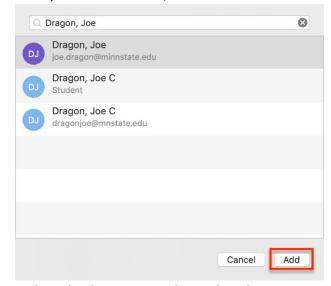
3. On the **Organize** tab, choose **Calendar Permissions**

4. In the **Calendar Properties** box, choose **Add User.**
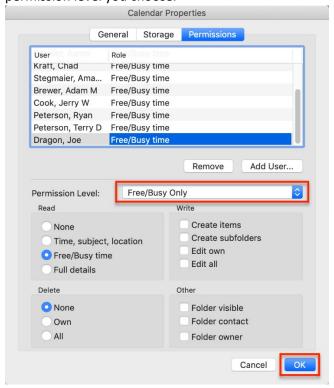

5. In the search box, enter the name of the person you would like to share your calendar with.
6. Once you see their name, select it and then choose **Add**.

7. In the Calendar Properties box, select the user you added in the previous step.

8. Select the **Permission Level** dropdown, then choose the permission level you want to grant the user. You can see that the Read, Write, Delete, and Other options change based on the permission level you choose.

NOTE: For a more detailed explanation of the permission levels, refer to the table at the end of this document.
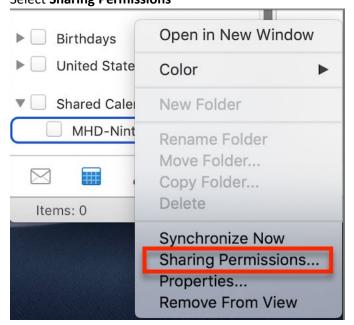
9. You can customize permissions further by checking the boxes in the Read, Write, Delete, and Other sections. Once you are satisfied with the settings, click **OK**
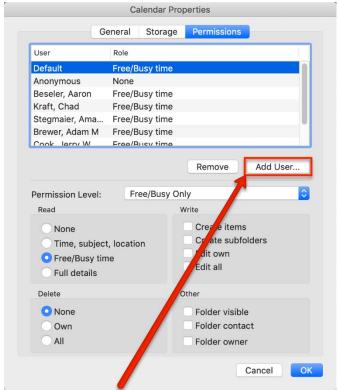
Sharing a Shared Mailbox Calendar

1. Open Outlook
2. At the bottom of the left-hand navigation pane, select the **Calendar** icon
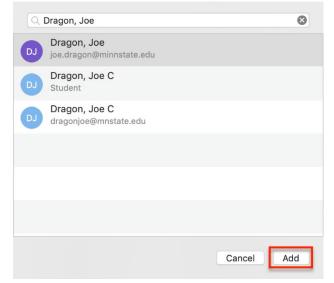
3. In the navigation pane, ctrl + click the shared mailbox calendar that you would like to share. Select **Sharing Permissions**
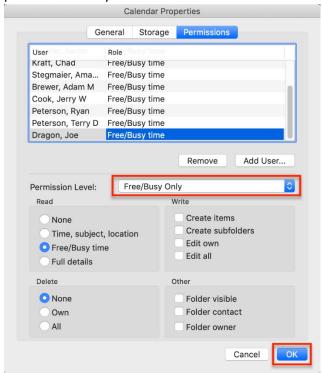

4. In the **Calendar Properties** box, choose **Add User.**

5. In the search box, enter the name of the person you would like to share your calendar with.
6. Once you see their name, select it and then choose **Add**.

7. In the Calendar Properties box, select the user you added in the previous step.
8. Select the **Permission Level** dropdown, then choose the permission level you want to grant the user. You can see that the Read, Write, Delete, and Other options change based on the permission level you choose.

    NOTE: For a more detailed explanation of the permission levels, refer to the table at the end of this document.

9. You can customize permissions further by checking the boxes in the Read, Write, Delete, and Other sections. Once you are satisfied with the settings, click **OK**

Permission Level definitions

Action	Privilege	Recipient of shared calendar...
Read	None	Is blocked from reading anything on the shared calendar
	Time, subject, location	Can see the time, subject, and location of meetings and appointments on the shared calendar
	Free/Busy time	Can see when you are free and busy but no other details
	Full details	Can read everything on your calendar
Write	Create items	Can create meetings and appointments on your calendar
	Create subfolders	Can create a folder under the shared calendar. This is a place where you can schedule appointments but not meetings.
	Edit own	Edit meetings and appointments they created but not those created by the person sharing the calendar
	Edit all	Edit all meetings, appointments, and folder contents regardless of who created them
Delete	None	Is blocked from deleting anything on the shared calendar
	Own	Can delete meetings and appointments they created but not those created by the person sharing the calendar
	All	Delete all meetings, appointments, and folder contents regardless of who created them
Other	Folder visible	View the folder (or sub-calendar).

Folder contact	Receive messages about a public folder and resolve duplication or overwrite issues.
Folder owner	Add, edit, and remove appointments.

For More Information

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