How to share your Outlook Calendar

1. Select the Calendar button in the Navigation Bar



2. Select calendar that you would like to share, right-click on your Calendar and then Calendar Permissions.

juikb	ox.com - Outlook	dition	
idar ps ▼ ars	E-mail Share Publish Calendar Calendar Online Share	Calendar Permissions	Search People
•	→ Today 85°F/76°F	Tomorrow 81°F/71°F	Saturday 73°F/65
	WEDNESDAY	THURSD	AY
	28	29	
	5	6	
	10:00pm FW: RMM MSP		

3.On the 'Permissions' tab, you may add or remove users whom you have delegated access to your calendar.

Calendar Properties	×								
General Home Page	AutoArchive Permissions Synchronization								
Name	Permission Level								
Default QuikBox Support Anonymous	Free/Busy time Reviewer None								
<	>								
Add	Remove Properties								
Permissions									
Permission Level: Fre	ee/Busy time 🗸 🗸								
Read	Write								
 None Free/Busy time Free/Busy time, subject, location Full Details Other Free/Busy 	Create items Create subfolders Edit own Edit all								
Delete items	Other								
None	Folder owner								
Own	Folder contact								
O AII	Folder visible								
OK Cancel Apply									

^{4.}To add a new delegate, select Add... and search for the desired user by Last Name. You can search the Global Address List, or your personal contacts list by selecting the appropriate drop down under Address Book. Under the Permissions heading choose the level of detail you would like to provide the user.

Add Users						×
Search: Name only OMore colu	Go	Address Book quikbox.com Address	: List - hildam@qu	uikbi 🗸	Advanced F	ind
Name	Title		Business Phone	Loc	ation	
 Duane Terry Hilda Mwangi Nick Rodriguez Partner Support Partner_Support QuikBox Support Quikbox.com Administrators quikbox.com Users sales Sanjaya Sandaruwan Travis Tynes Yvette Cortez 					₽	~
<					2	·
Add ->				OK	Cance	:I

- 5. To remove a delegate, select the user and choose Remove.
- 6. Click Apply, then OK.

Adding a shared calendar to your Outlook

- 1. Go to my calendars
- 2. Add Calendar
- 3. Select 'From Address Book'

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Oper	n Del	ete I	Forw	ard	Att	nvite	ees	🐥 Remind	en	None			Recurrence	Categor	ize ↓ Lo
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4. Select the contact whose calendar has been shared then 'OK'

Select Name: quikbox.com Address Li	st				×
Search: Name only OMore colu	Go	Address Book quikbox.com Addres	s List - hildam@quil	kbi 🗸	Advanced Find
Name	Title		Business Phone	Loca	tion
 Duane Terry Hilda Mwangi Nick Rodriguez Partner Support QuikBox Support QuikBox.com Administrators quikbox.com Users sales Sanjaya Sandaruwan Travis Tynes Yvette Cortez 				Å	
Calendar -> Nick Rodriguez				3	
				ОК	Cancel

Online URL: <u>https://support.quikbox.com/article.php?id=177</u>