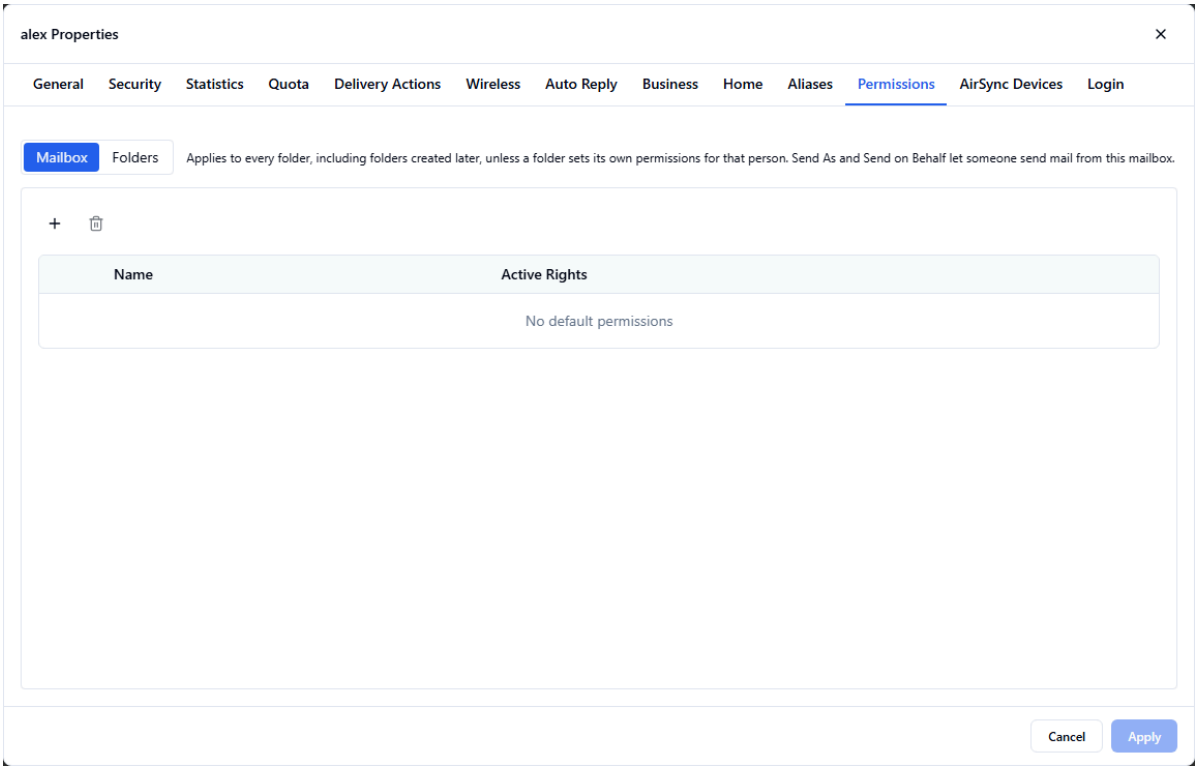
Sharing Calendars in Outlook

This document describes how to share a MailSite calendar from Classic Outlook for Windows. Colleagues on your MailSite server get direct access with permissions. People without a MailSite mailbox get a read-only link instead. Nobody needs to know your password.

SHARING THE CALENDAR WITH PERMISSIONS

In Outlook, right-click the calendar you wish to share and choose Properties. Open the Permissions tab, click Add and choose the person from the address book. Then choose what they may do, from seeing the calendar to reading, adding, changing and deleting events.

Outlook's permission levels are the same rights that MailSite ExpressPro and the MailSite Console use, so a change made in one place shows in the others. Every app enforces them, and removing a right takes effect at once. In ExpressPro you can share the same calendar with Share… from the calendar's More actions menu.



TO ADD THE CALENDAR INTO ANOTHER OUTLOOK CLIENT

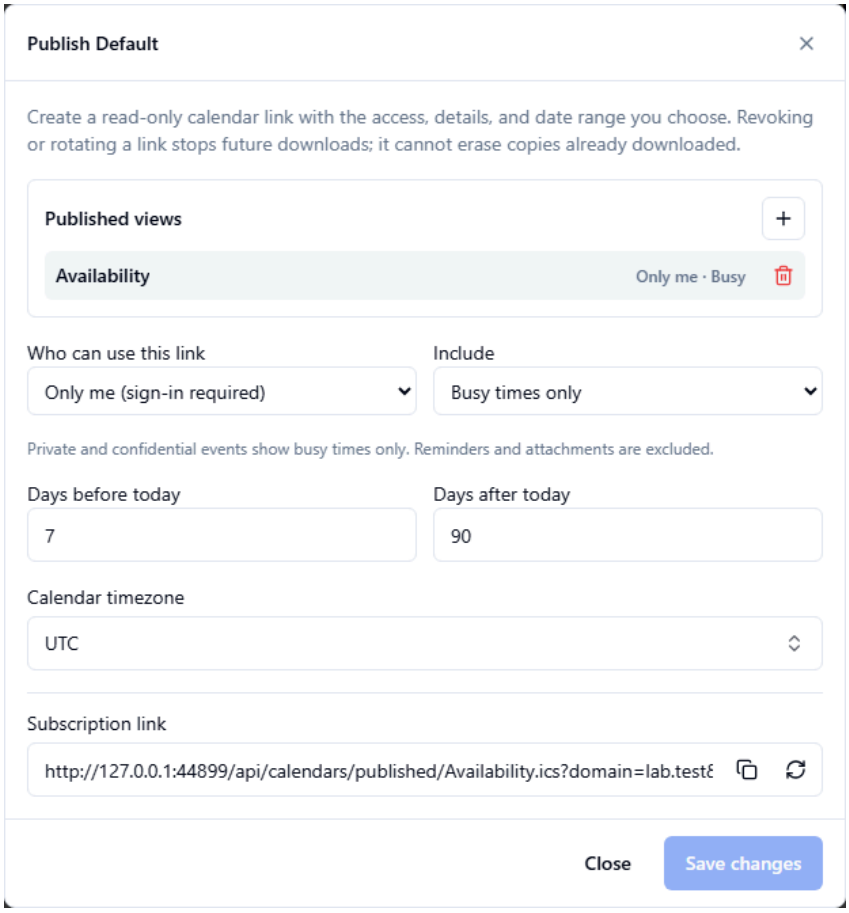
There is nothing to send and nothing to connect. When you give a colleague rights to your calendar, it appears in their Outlook by itself, under your name. They see it alongside their own calendar. In ExpressPro, they find it under Shared with me.

Items a colleague creates in your shared calendar never send meeting invitations, and invitations in your calendar are answered by you.

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SHARING THE CALENDAR WITH PEOPLE OUTSIDE MAILSITE

To share your calendar with people who don't have a MailSite mailbox, publish it from ExpressPro. Open Calendars, open the More actions menu (…) next to the calendar and choose Publish. Create a view and choose who can use the link, whether to show busy times only or event details, and which days to include. Then copy the subscription link and send it in an email to everyone you would like to view it.



Private and confidential events show only as busy. The link is read-only, so publishing never lets anyone change your calendar. To stop sharing, revoke the view.

TO ADD THE PUBLISHED CALENDAR INTO ANOTHER CALENDAR APP

The person who receives the link adds it to their own calendar app as a calendar subscription. The calendar then appears beside their own and refreshes from your MailSite server. For people outside your organization, choose Anyone with the link when you create the view, because they can't sign in to your server.

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