



# Sharing Your Calendar

## Objective

This document provides instructions on how to share your calendar with other people in Outlook 2013 (after your LAUSD mailbox has migrated to Office 365).

Coordinating schedules is obviously easier when you provide someone with permissions to view your calendar. Whether you'd like to share the on-going details of your calendar with your principal, or give a parent a brief snapshot of your schedule next week, Outlook Calendar allows you to do both.

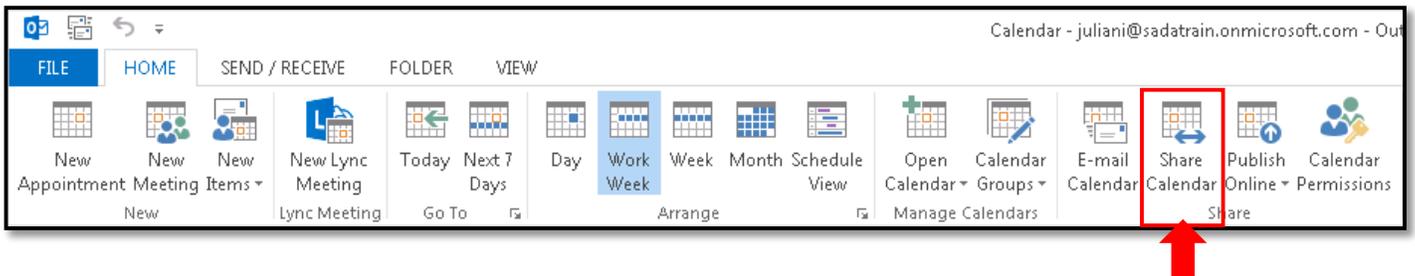
## Part 1 - Calendar Details

By default, you have permission to see the basic availability (Free, Busy, Tentative, Out of Office, etc.) of any District employee, and likewise any District employee can see your availability. (See *Viewing Other People's Calendars*.) However, there are two other levels of detail that you can share with others.

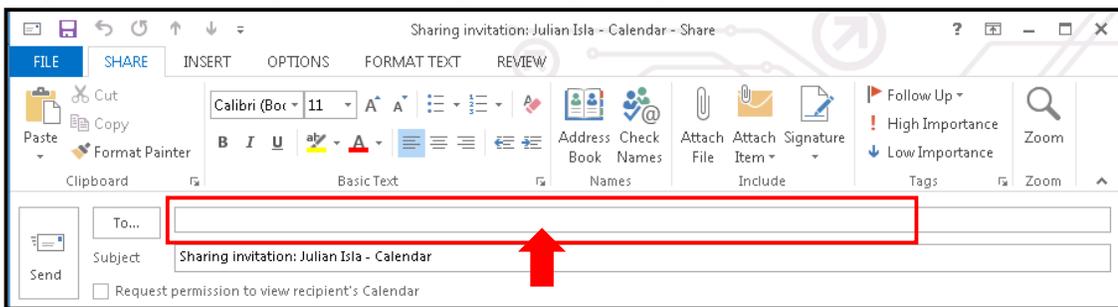
Permission Level	Details
Availability only	Shows availability only (Free, Busy, Tentative, Out of Office, etc.)
Limited details	Shows availability and the subjects of your calendar items
Full details	Shows availability and all the details of your calendar items

## Part 2 - Share Your Calendar

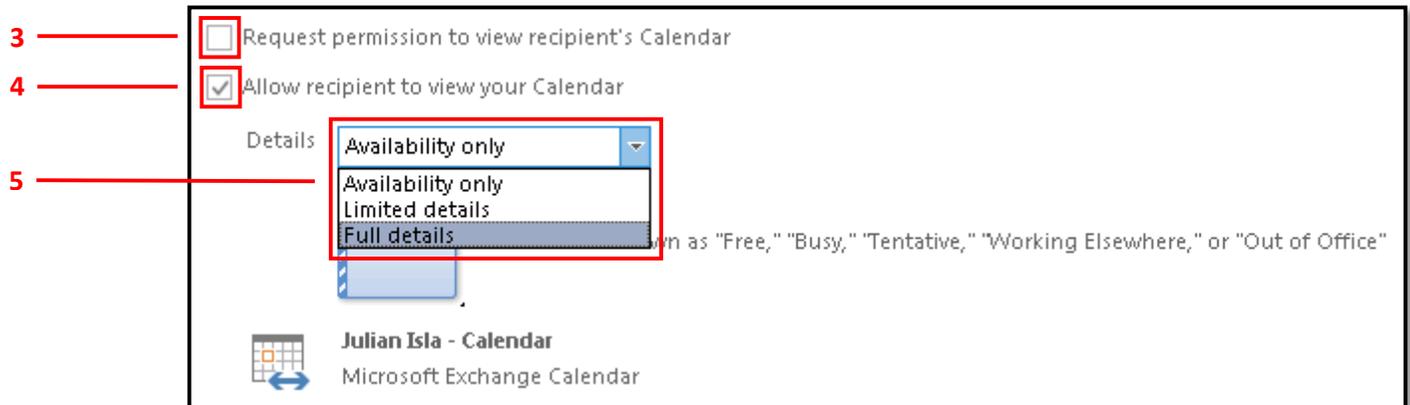
1. Select the **Home** tab in the top left corner, and click the **Share Calendar** button.



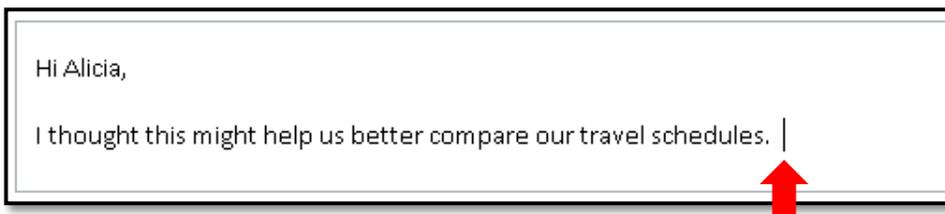
2. This opens the Sharing Invitation window. In the **To** field, type the names of one or more people with whom you want to share your calendar (the "recipients").



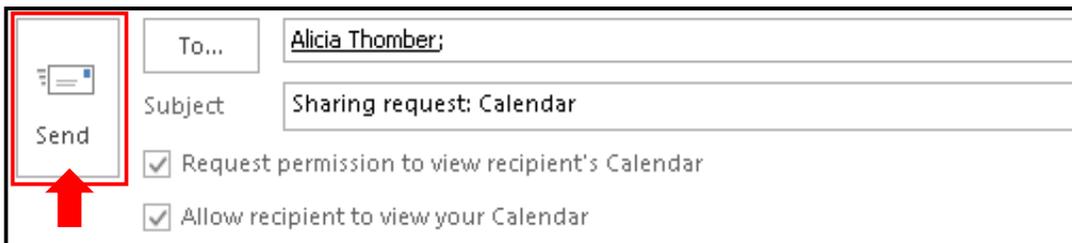
3. If you would like to request permission to view full details of the recipient's calendar, select the **Request permission to view recipient's Calendar** checkbox.
4. Ensure the **Allow recipient to view your Calendar** checkbox is selected.
5. In the **Details** drop-down menu, specify the level of details that you want to share with the recipient.



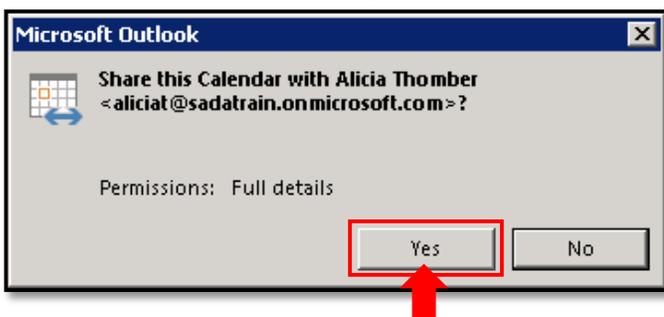
6. In the text field below, type a message describing why you are sharing your calendar.



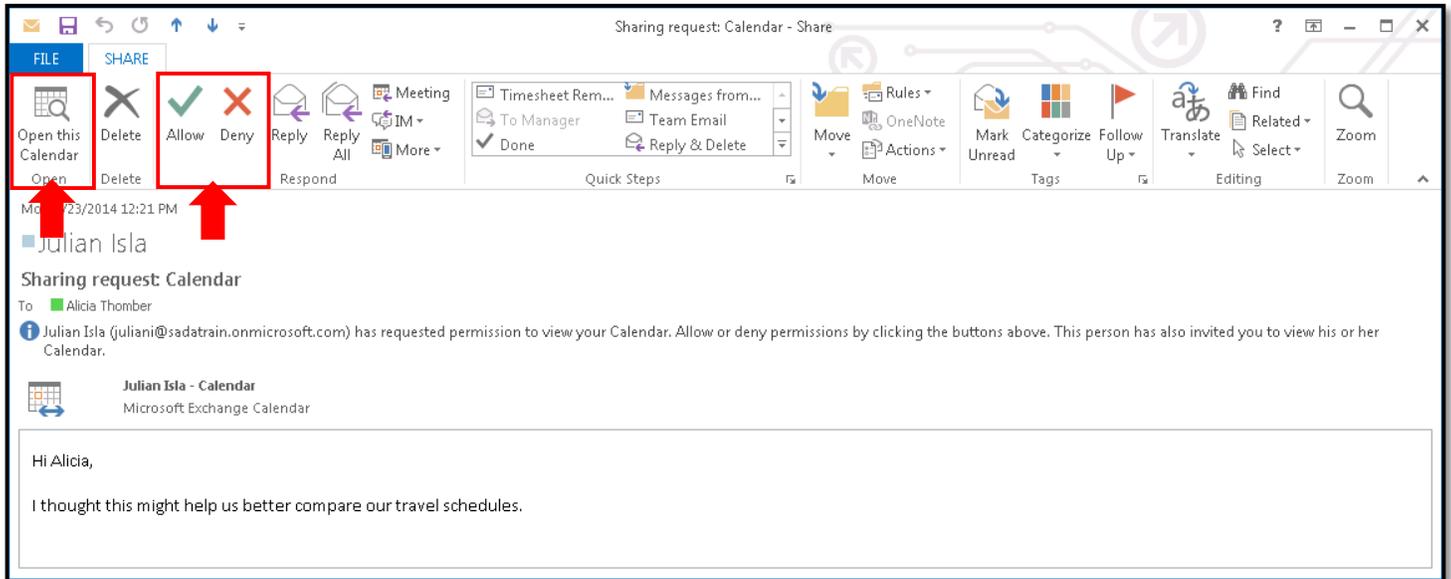
7. Click the **Send** button.



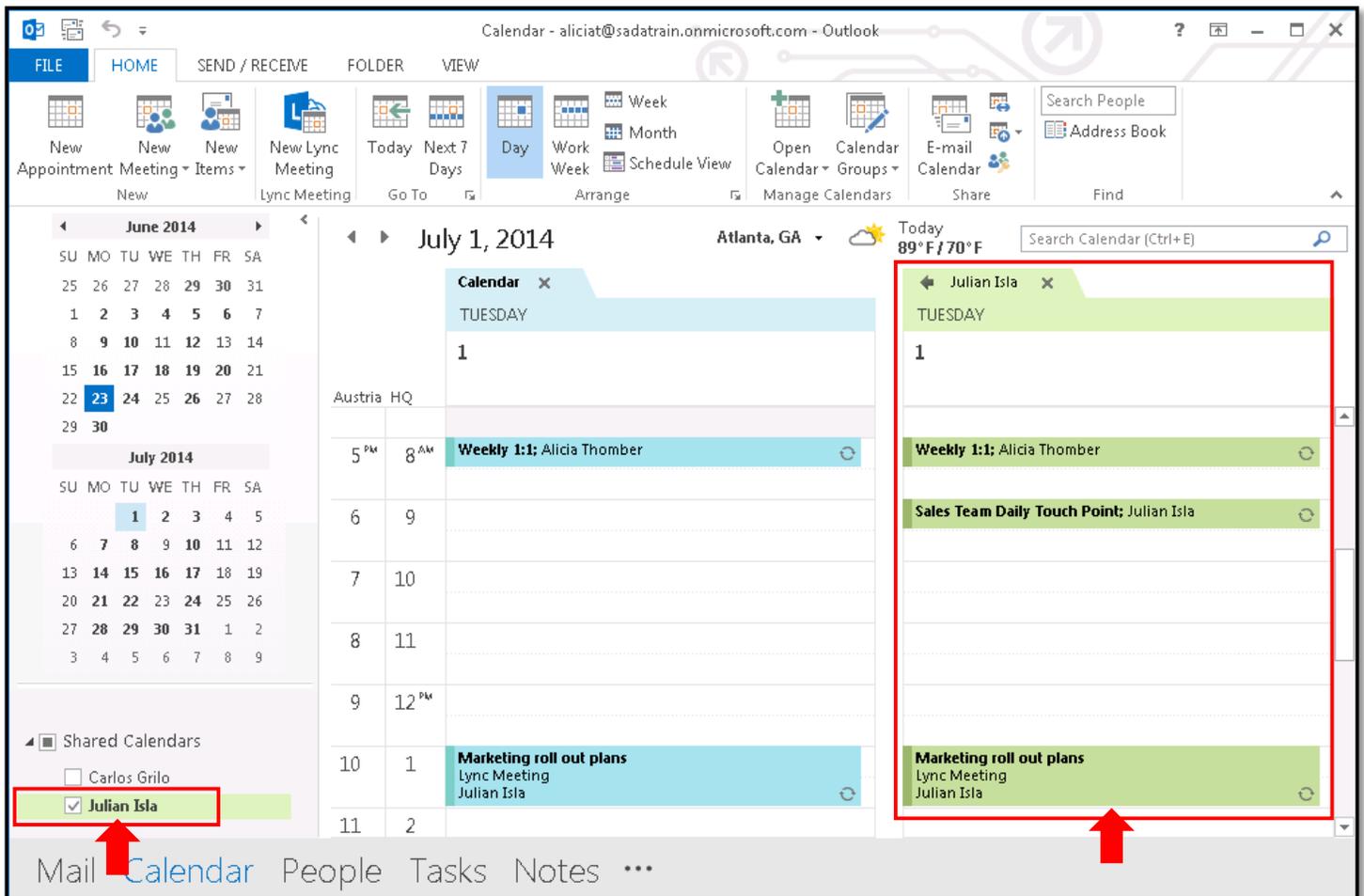
8. In the confirmation screen, click **Yes**.



9. The recipient receives your sharing invitation in email, and clicks **Open this Calendar**. If you requested permission to view the recipient's calendar, he or she also has the option to **Allow** or **Deny** your request.



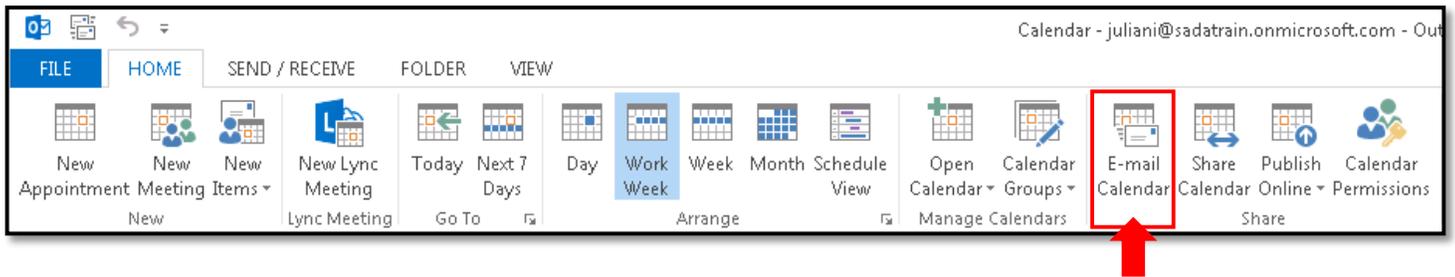
10. The recipient(s) can toggle your calendar on and off in the Shared Calendars group.



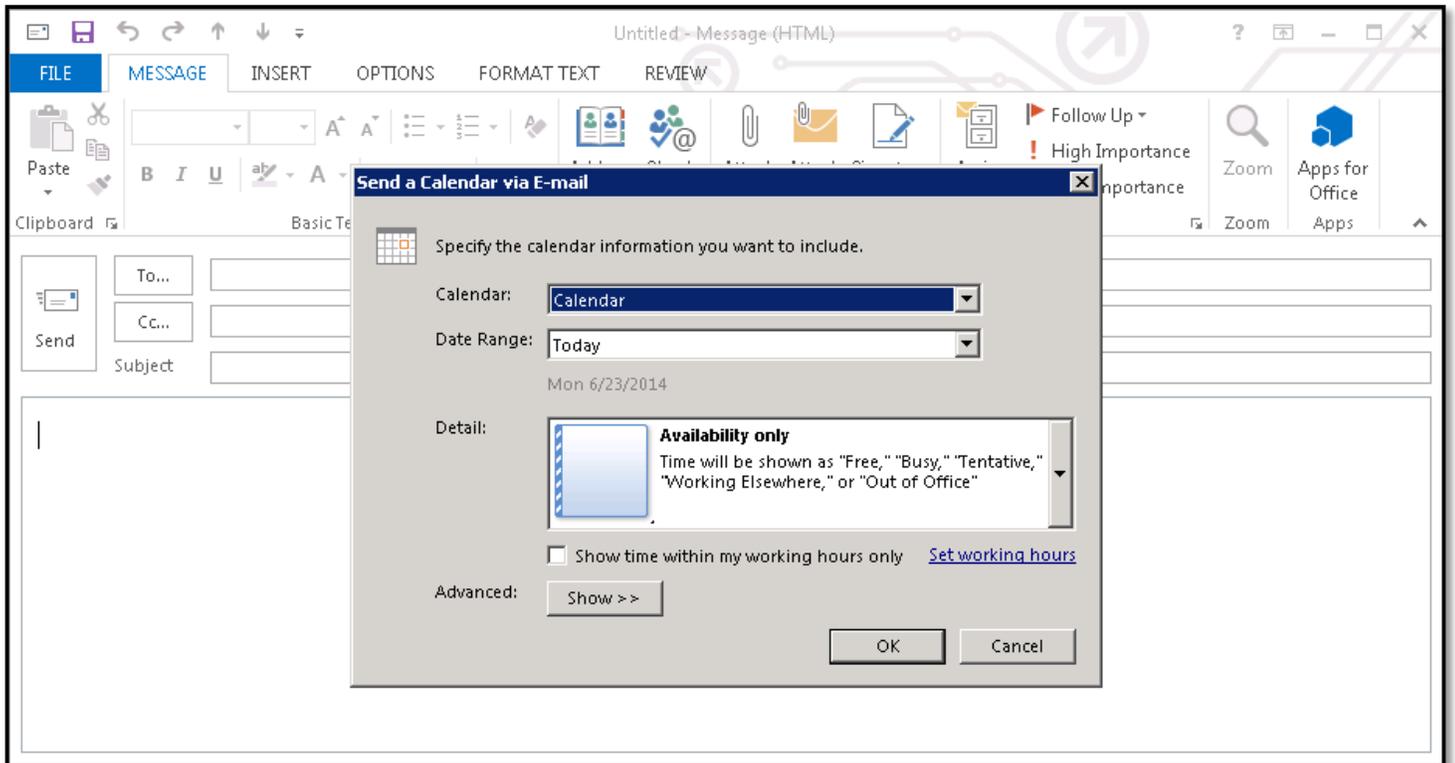
## Part 2 – Email Your Calendar

You can forward a portion of your calendar to another person in an e-mail.

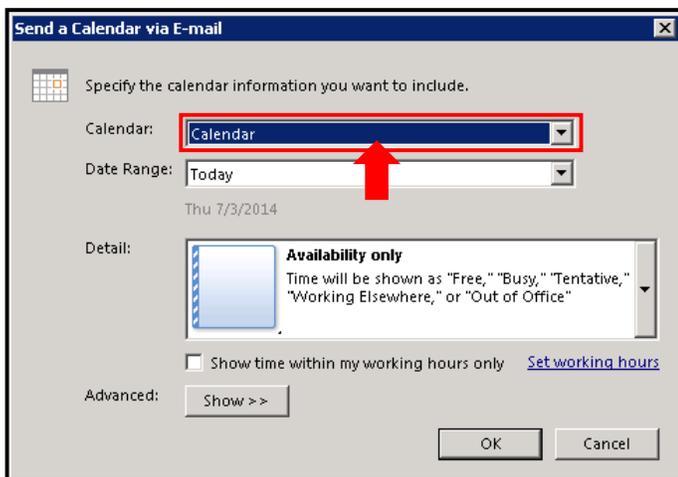
1. Select the **Home** tab in the top left corner of your Calendar view, and click **E-mail Calendar**.



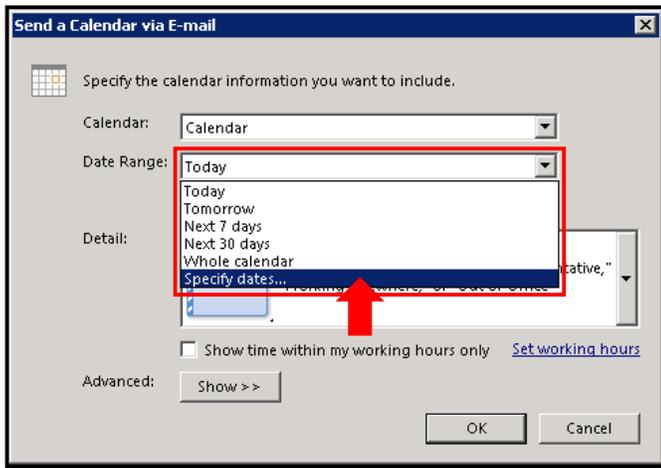
2. This opens a new message window and the Send a Calendar via E-mail dialogue box.



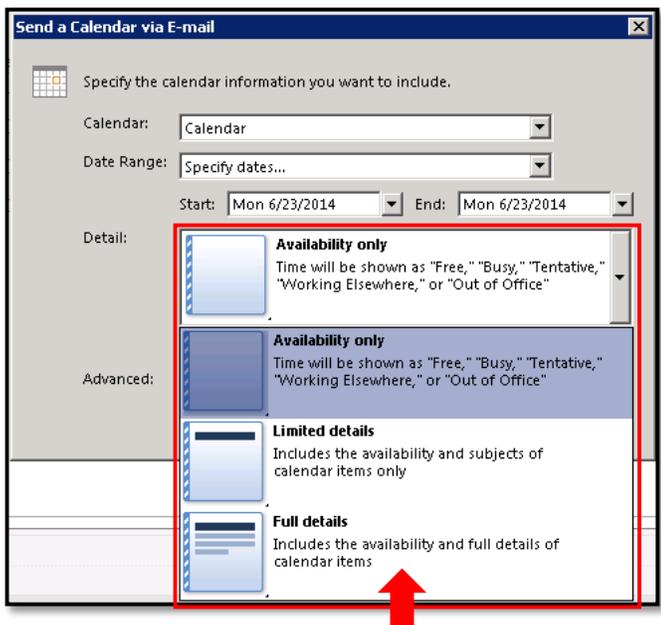
3. In the **Calendar** menu, select your Calendar.



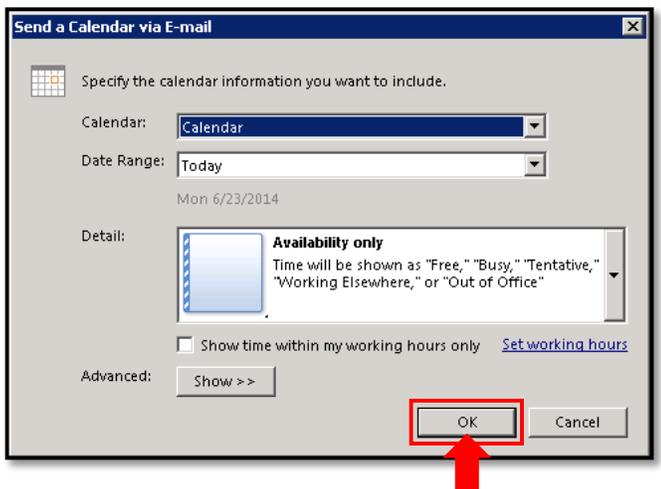
4. In the **Date Range** menu, select a set date range, or click **Specify dates...** to select a custom date range.



5. In the **Detail** menu, specify the level of details that you want the recipient to see.



6. Set any other details you want, and click **OK**.



7. The calendar information will be populated in the text field below. In the **To** field, type the names of one or more people to whom you want to email your calendar (the “recipients”).

Julian Isla Calendar - Message (HTML)

FILE MESSAGE INSERT OPTIONS FORMAT TEXT REVIEW

Calibri (Bo... 11 A A

Paste B I U A

Clipboard Basic Text

Address Book Check Names

Attach File Attach Item Signature

Assign Policy

Follow Up High Importance Low Importance

Zoom Apps for Office

Zoom Apps

To...

Send

CC...

Subject Julian Isla Calendar

Attached Julian Isla Calendar.ics (1 KB)

Julian Isla Calendar  
juliani@sadatrain.onmicrosoft.com  
On Monday, June 23, 2014  
Time zone: (UTC-08:00) Pacific Time (US & Canada)  
(Adjusted for Daylight Saving Time)

June 2014

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
	8	9	10	11	12	13
	15	16	17	18	19	20
	22	23	24	25	26	27
	29	30				

Busy Tentative Free  
Out of Office Working Elsewhere Outside of Working Hours

8. Click **Send**.

Send

To...

CC...

Subject Julian Isla Calendar

Attached Julian Isla Calendar.ics (1 KB)