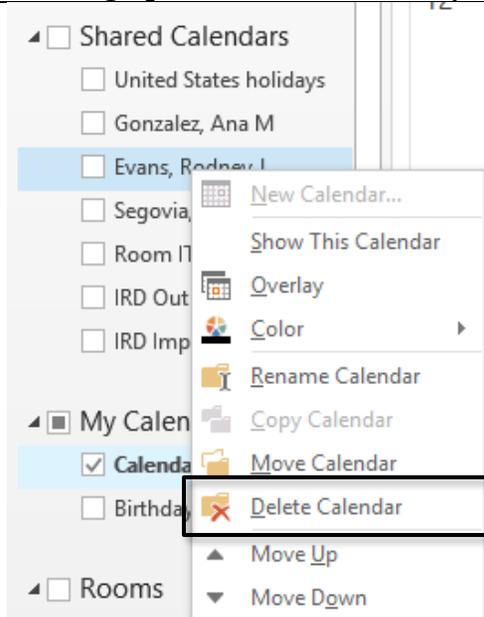
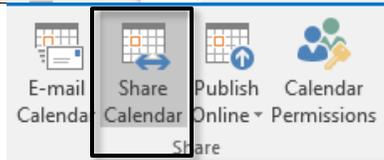


Share Calendars in Office 365 (PC)

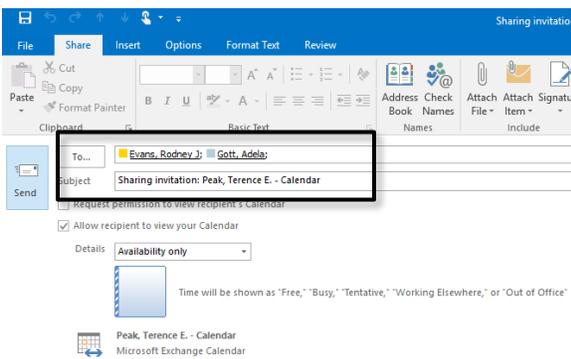
After setting up email in Office 365, you will have to re-establish shared calendars.



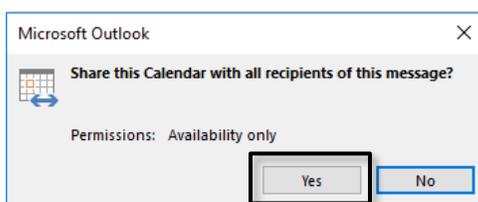
1. Open your Outlook calendar
2. Locate the *Shared Calendars* list in the Navigation Pane
3. Right click on the **named shared calendar**
4. Click **Delete Calendar**
5. Repeat this process until you delete all of your shared calendars (include shared rooms)



6. Move up to the *ribbon* and choose **Share Calendar**



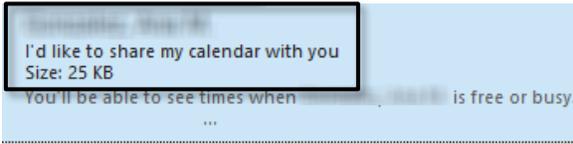
7. This page will appear. Type in the **email address** of the person with whom you want to share your calendar in the **To:** section. *You can add as many share requests as you need at one time*
8. Click **Send**



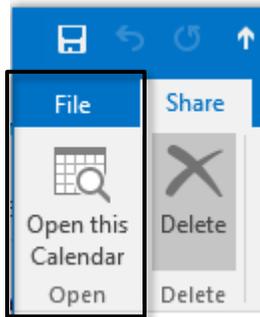
9. Confirm the share request by clicking **Yes**.

Note that the recipient of your share request must approve it to complete the sharing transaction. You have shared your calendar with this user, but for you to see their calendar; they must send you a share request.

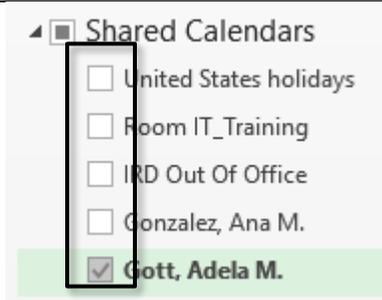
Accepting a Shared Calendar Request



1. You will receive an email requesting that you confirm the calendar request



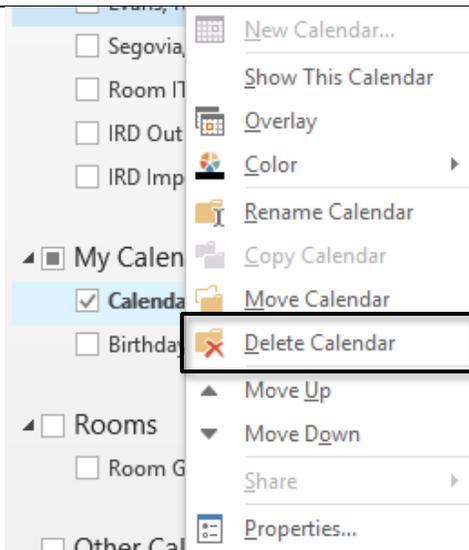
2. Open the email and click the **Open this Calendar** link in the upper left.



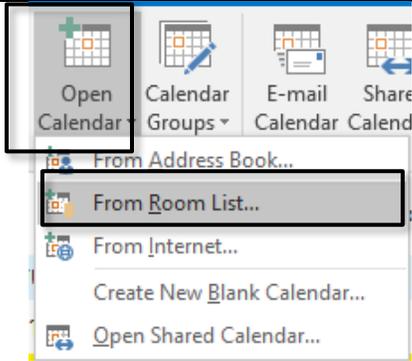
3. After about 30 seconds, the calendar will populate to the *Shared Calendars list* on the Navigation Pane
4. Click the **Checkbox** next to each shared calendar to view.

Add Room Calendars

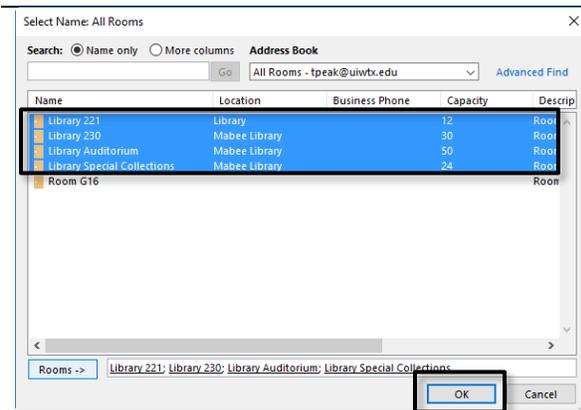
After sending out Shared Calendar requests, take a moment to re-establish your shared room calendars



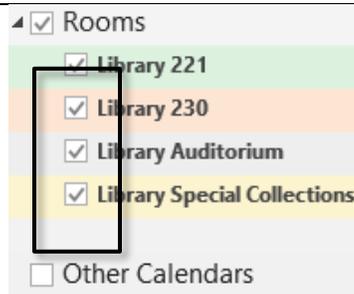
1. Open your Outlook calendar
2. Locate *Rooms* in the Navigation Pane
3. Right click on the **shared room calendar**
4. Click **Delete Calendar**. Repeat this process until you delete all of your shared calendars



5. Move up to the *ribbon* and choose **Open Calendar**
6. Choose **From Room List**



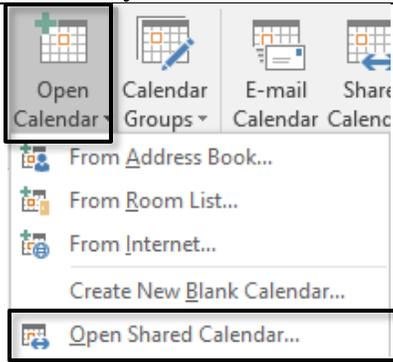
7. Click the **folder** to select each rom. Hold the *Shift* key and click to select multiple rooms
8. Click **OK**



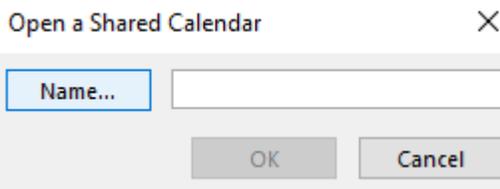
9. After a about 30 seconds, the calendar will populate to the *Shared Calendars list* on the Navigation Pane
10. Click the **Checkbox** next to each calendar to view.

Open IRD Calendars

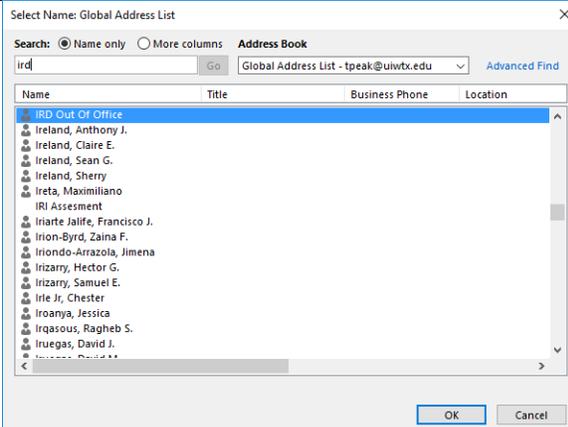
This option allow you to search for and select a shared Calendar, such as the IRD Calendar



1. Open your Outlook calendar
2. Move up to the *ribbon* and choose **Open Calendar**
3. Choose **Open Shared Calendar**



4. The *Open a Shared Calendar* window opens
5. Click **Name**



6. The *Select Name Menu* opens. Be sure that *Address Book* lists **Global Address List** (if not, click the dropdown menu to choose that option)
7. In the Search window type IRD
8. Choose **IRD Out Of Office**
9. Click **OK**



10. The *IRD Out Of Office* calendar will populate the Shared Calendars list.