

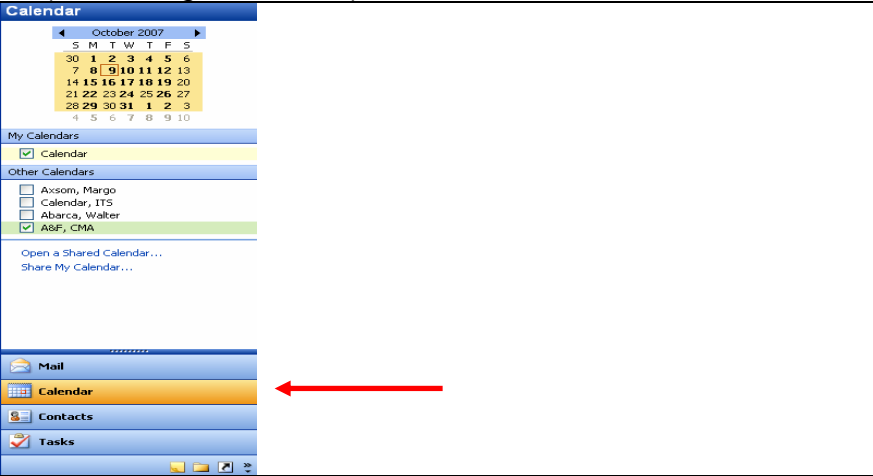
How Access Your Department's Calendar

California Maritime Academy Department of Information Technology

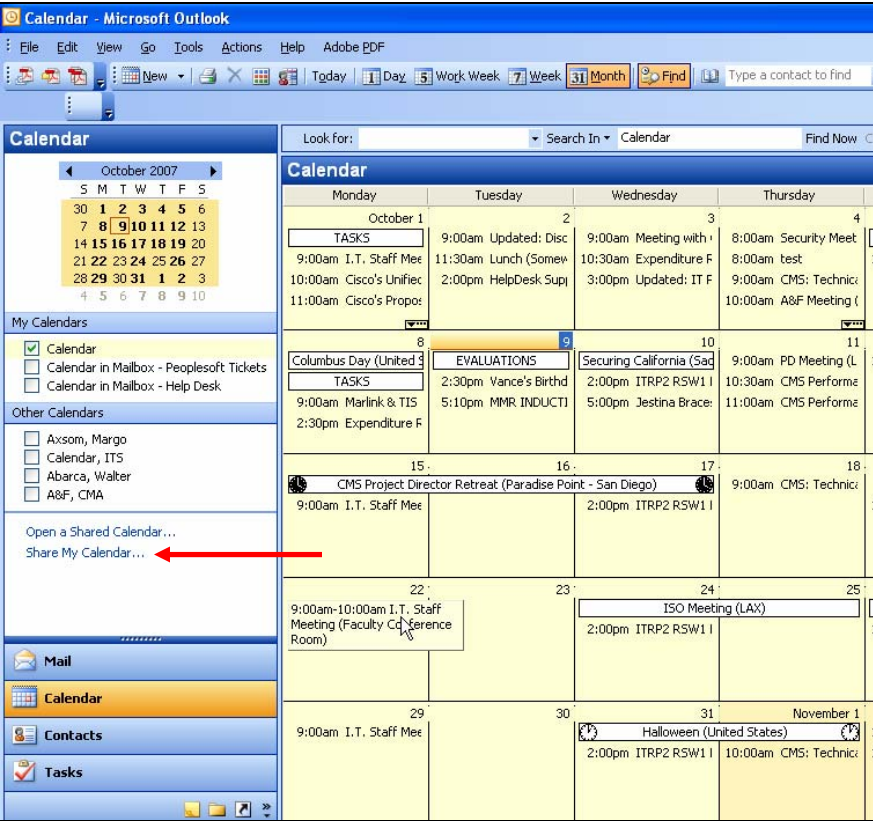
Note: You must share your calendar before another person can view it. Here's how.

1. Open Microsoft Outlook (not through web mail)

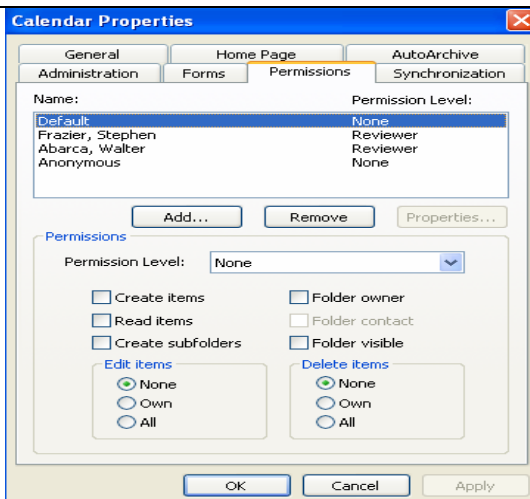
2. Click on **Calendar**



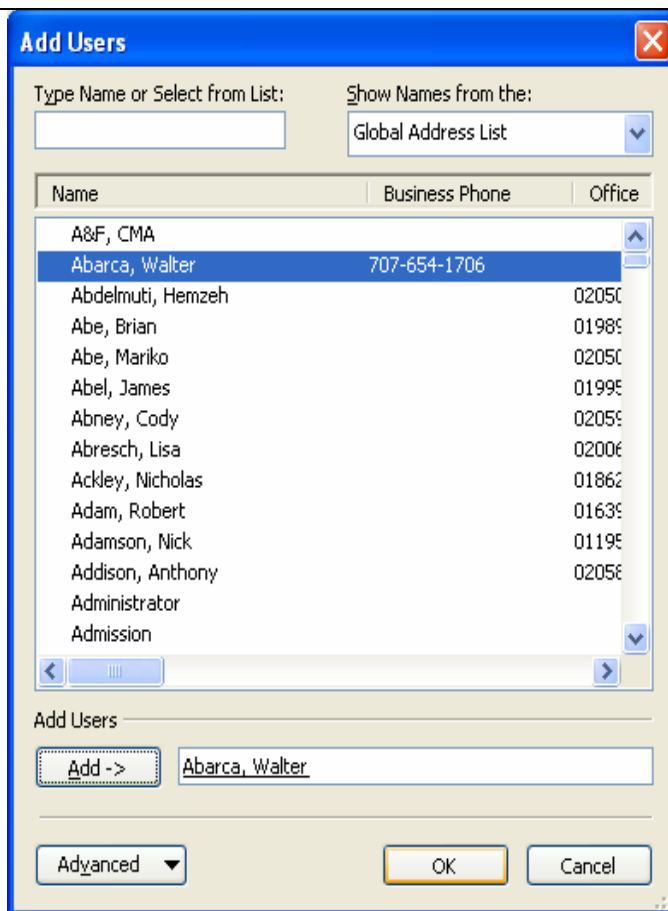
3. Click on **Open a Shared Calendar...**



4. The Permissions tab will appear. Click on the **Add** button



5. Type the **Name** you would like to add to view your calendar
6. Click the **Add->** button
7. Then click **OK**



8. Under Permissions select **“Reviewer”** in the Permission Level drop down.
9. Click the **“Read Items”** and **“Folder visible”** box.

10. Under Edit Items select “None”

11. Under Delete Items select “None”

Permissions

Permission Level: Reviewer

Create items Folder owner

Read items Folder contact

Create subfolders Folder visible

Edit items

None

Own

All

Delete items

None

Own

All

12. Click on Open a Shared Calendar...

Calendar - Microsoft Outlook

File Edit View Go Tools Actions Help Adobe PDF

New Today 1 Day 5 Work Week 7 Week 31 Month Find Type a contact to find

Look for: Search In Calendar Find Now

Calendar

October 2007

S	M	T	W	T	F	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

My Calendars

Calendar

Calendar in Mailbox - Peoplesoft Tickets

Calendar in Mailbox - Help Desk

Other Calendars

Axsom, Margo

Calendar, ITS

Abarca, Walter

A&F, CMA

Open a Shared Calendar... ←

Share My Calendar...

Mail

Calendar

Contacts

Tasks

Calendar

Monday	Tuesday	Wednesday	Thursday
October 1	2	3	4
TASKS	9:00am Updated: Disc	9:00am Meeting with	8:00am Security Meet
9:00am I.T. Staff Mee	11:30am Lunch (Some)	10:30am Expenditure F	8:00am test
10:00am Cisco's Unific	2:00pm HelpDesk Sup	3:00pm Updated: IT F	9:00am CMS: Technic
11:00am Cisco's Propo			10:00am A&F Meeting (
8	9	10	11
Columbus Day (United	EVALUATIONS	Securing California (Sad	9:00am PD Meeting (L
TASKS	2:30pm Vance's Birthd	2:00pm ITRP2 R5W11	10:30am CMS Perform
9:00am Marlink & TIS	5:10pm MMR INDUCTI	5:00pm Jestina Brace	11:00am CMS Perform
2:30pm Expenditure F			
15	16	17	18
CMS Project Director Retreat (Paradise Point - San Diego)			9:00am CMS: Technic
9:00am I.T. Staff Mee		2:00pm ITRP2 R5W11	
22	23	24	25
9:00am-10:00am I.T. Staff Meeting (Faculty Conference Room)		ISO Meeting (LAX)	
		2:00pm ITRP2 R5W11	
29	30	31	November 1
9:00am I.T. Staff Mee		Halloween (United States)	10:00am CMS: Technic
		2:00pm ITRP2 R5W11	

13. Enter the name or the email address of the person you would like to have access to view their calendar

14. Click **OK**

Open a Shared Calendar

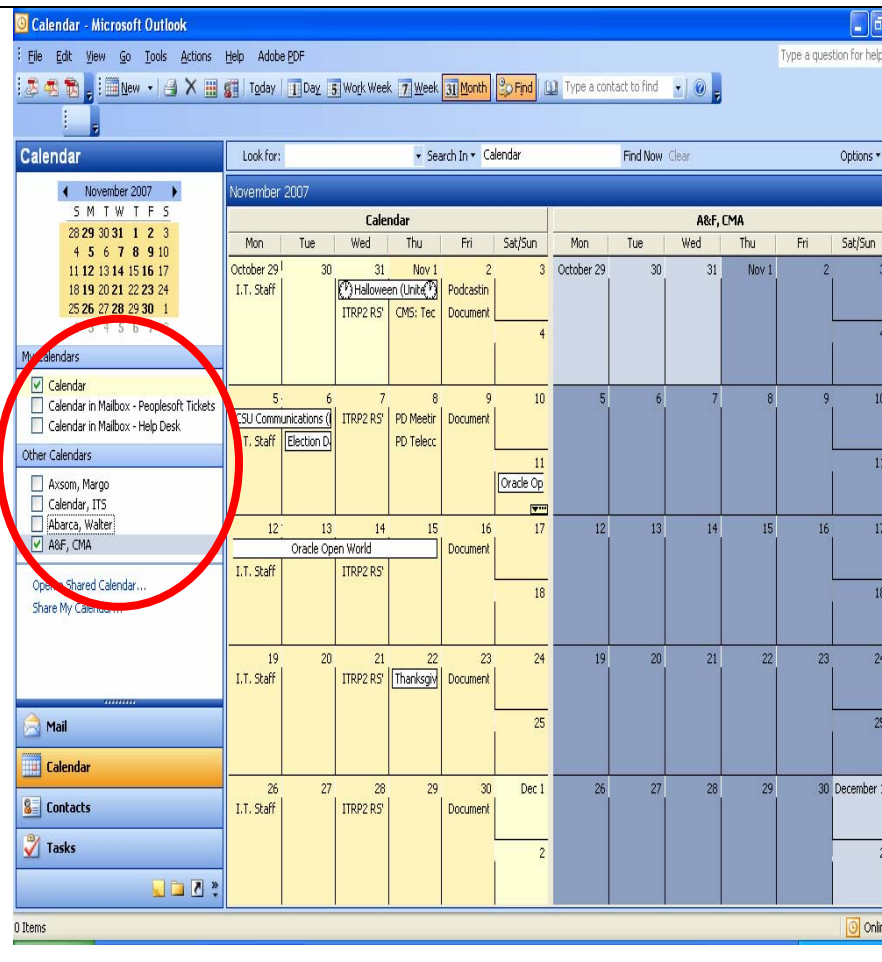
Name... jcorpus

OK Cancel

You will notice the person's calendar appears under **Other Calendars**.

To view calendar(s) check the box next to the calendar you want displayed.

To clear the calendar, uncheck the box and the calendar(s) will not be displayed.



If you have questions regarding this process, please contact the Help Desk at 707-654-1048 or send email to helpdesk@csu.edu.