Shared Calendars Using Office 365

To Create an Event:

1. Click on the **Calendar** link in the bottom left corner of your email.

2. Click on NEW in the top left corner of your screen.

3. Type your last name as the title for the event.

4. Choose your day and time for the request.

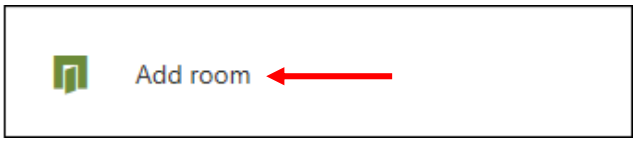
- Erase the start time and type the exact time that the requested class period begins. Do not just use the 30 minute increments in the drop down arrow as they do not coincide with specific class period times.
- Repeat for the End time as well.
- Be very specific with the time frames that you would like to use the lab/laptop carts. If you schedule all day but only want them during a certain period, no one else will be able to sign up for the lab that day. The lab/laptop carts will be viewed as unavailable.

5. Choose the Computer Lab or Carts that you would like to use.

- Click in the field under the event title that says "**Add a location or a room**".

- A drop down list will appear with your most recent locations. **DO NOT CHOOSE A LAB OR LAPTOP CART FROM THIS LIST!** It does **NOT** mean that these labs/laptop carts are available. If you would select a suggestion from this list and it is not available, you will receive an email that your event has been declined.

- To see **available labs/carts**, click the "**ADD ROOM**" option at the bottom of the list.



- This will display labs/laptop carts that are available for your chosen day and time frame. This is why it is important to choose your day and time **BEFORE** adding a room.
- If the day and time that you are requesting is not available, the lab/laptop carts will not be visible within the list.
- When you click on the lab/laptop cart, the information will automatically be placed in the location or room area.

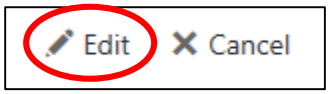
6. When you are finished, press Send.

- This will place your event on your personal calendar as well as the shared calendar for this lab or laptop carts.

To Edit an Event:

1. Click on the Calendar link in the bottom left corner of your email.

2. Double-click on the event on <u>YOUR</u> calendar or click it once and choose Edit.



3. Make your necessary changes. To change the lab or laptops, press the "x" at the end of the location box to delete the original location. Add a new Room using the directions above.

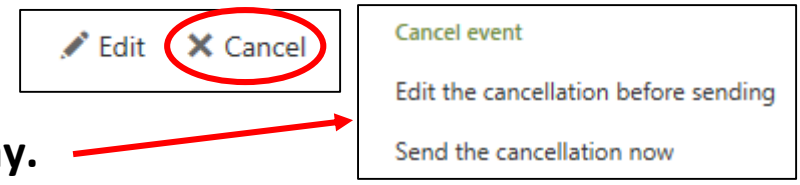
4. When you are finished, press Send.

***NOTE: You will only be able to edit events that you placed on the calendar. You can NOT edit or delete events created by others.**

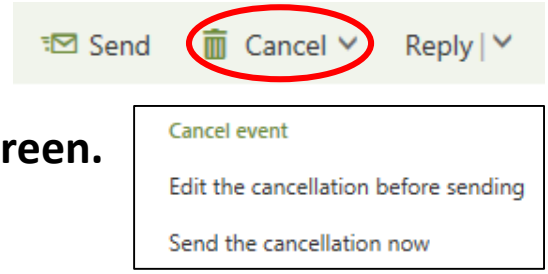
To Delete an Event:

1. Click on the Calendar link in the bottom left corner of your email.

2. Click once on the event title on YOUR calendar and choose Cancel. Menu options will display.



3. To view the event before canceling, double-click on the event title on YOUR calendar. Choose CANCEL at the top of the screen.



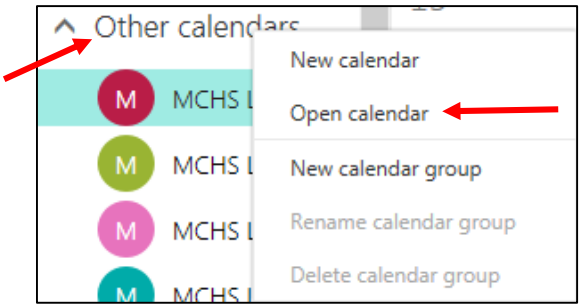
*NOTE: You will only be able to cancel events that you placed on the calendar. You can NOT edit or delete events created by others.

*NOTE: If you choose to "Edit the Cancellation Before Sending" in order to add a personal message, you will need to press Send upon completion. This is only necessary if you have invited others to the meeting that you are canceling and you need to provide them with more details.

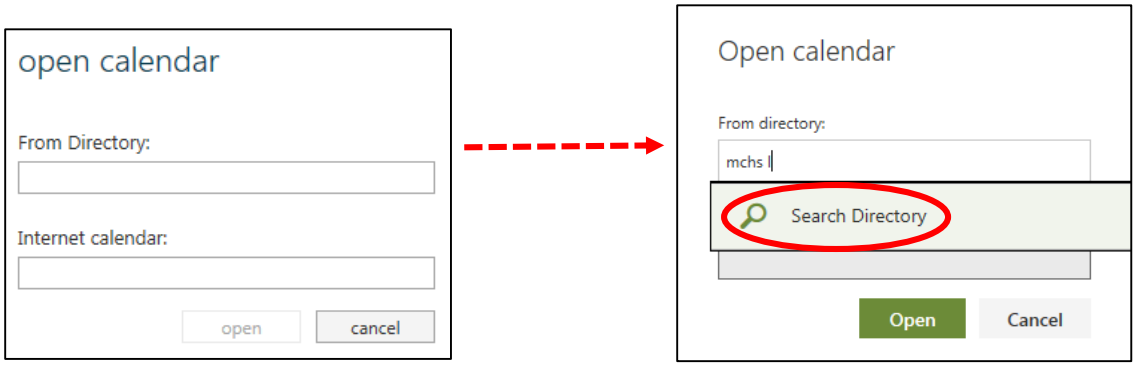
To View a Shared Calendar:

1. Click on the Calendar link in the bottom left corner of your email.

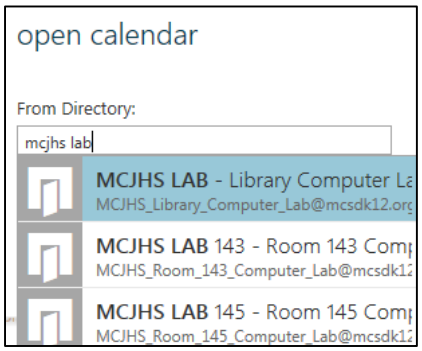
2. Right-click on the words OTHER CALENDARS and choose OPEN CALENDAR.



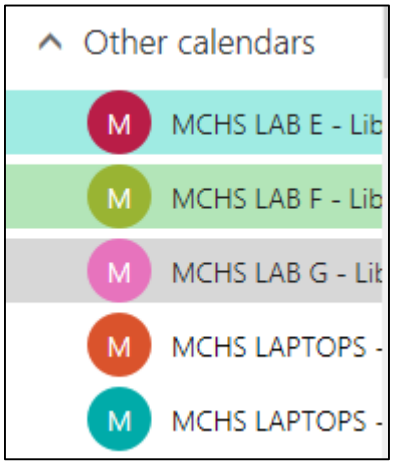
3. In the From Directory field, type the name of your school followed by the letter L. This will show labs and laptop carts. Click Search Directory.



- Labs matching your search will appear. Click on the lab you would like to view and press **OPEN**. This lab will be added to your calendar under the heading **Other Calendars**.



- You can repeat this to view other shared calendars.
- All calendars that are turned on for viewing will be highlighted. To turn the view off for a specific calendar, click the calendar name to remove the highlight.



- If you have multiple calendars selected, all of the events for all of the selected calendars will be blended into one calendar. Events will be color-coded.