Office 365 Calendar: Share Calendar Standard

OSP Document Number IM018-01	
Authorizing Unit University Legal Services	
Approval Authority General Counsel	
Implementation Authority Information Stewards	
Effective Date June 1, 2017	
Last Revision N/A	

Table of Contents

1   Purpose

The purpose of this operating standard is to facilitate the work of support staff who need to arrange meetings and manage schedules of Employees and Academic Staff Members who hold administrative positions.

2   Scope

This operating standard applies to Employees and Academic Staff Members who hold administrative positions.

An Academic Staff Member who holds an administrative position includes, but is not limited to, an associate dean, an assistant dean, a director, and a department head.

3   Definitions

In this operating standard:

a) "Academic Staff Member" means an individual who is engaged to work for the University and is identified as an academic staff member under Article 1 of the collective agreement between the Faculty Association and the Governors of the University of Calgary in effect at the relevant time.

b) "Calendar" means the calendar provided as part of Office 365 (O365).

c) "Employee" means an individual, other than an Academic Staff Member or Appointee, who is engaged to work for the University under an employment contract.

d) "University" means University of Calgary.

4   Standard/Practice

4.1   The Calendar is provided to Employees and Academic Staff Members to improve the efficiency of administrative operations.

4.2 Employees and Academic Staff Members are permitted to use the Calendar for personal appointments or meetings pursuant to section 4.2 of the Acceptable Use of Electronic Resources and Information Policy. However, the Calendar is intended primarily as a business tool.

4.3 To ensure efficiency, Employees and Academic Staff Members who hold administrative positions will share their calendar with other Employees and Academic Staff Members who need access to the calendar to schedule meetings, to locate the individual if necessary or for other reasons.

4.4 To share your Calendar with another O365 user:

a) open your Calendar;
b) select the 'Home' tab;
c) under the 'Share' group tab, check 'Share calendar';
d) enter the names of people who need to view your calendar; and
e) under the 'Details' tab, select whether you want the viewer to be able to see 'availability only', 'limited details' or 'full details'.

4.5 Employees and Academic Staff Members may hide the details of personal appointments or meetings in the Calendar.

4.6 To block details of personal appointments or meetings:

a) open your Calendar;
b) right click on the appointment you want to make private; and
c) select 'Private' from the dropdown menu.

**5 Appendices**   [Appendix A](#): Sharing your O365 Calendar

6 Related Policies   [Acceptable Use of Electronic Resources and Information Policy](#)

7 History   June 1, 2017   Approved and Effective.

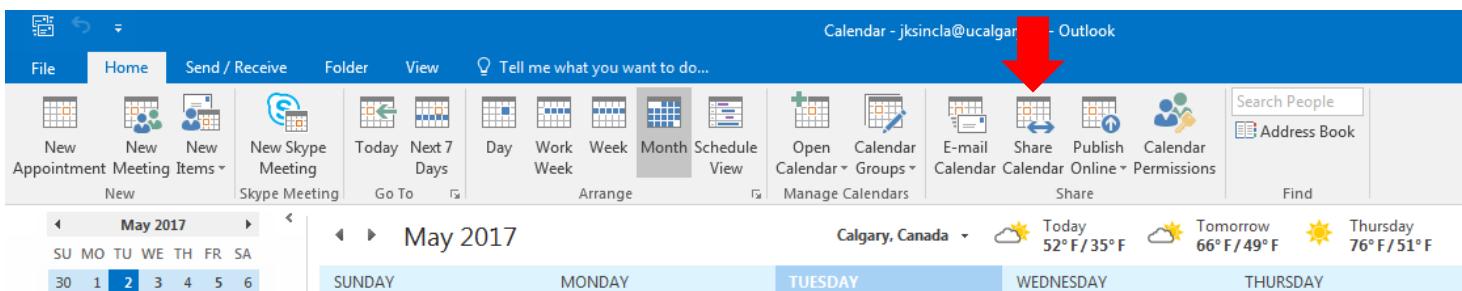January 1, 2020   Editorial Revision. Updated format and links.

Appendix A: Sharing your O365 Calendar

This is one option for sharing your calendar; there may be others.
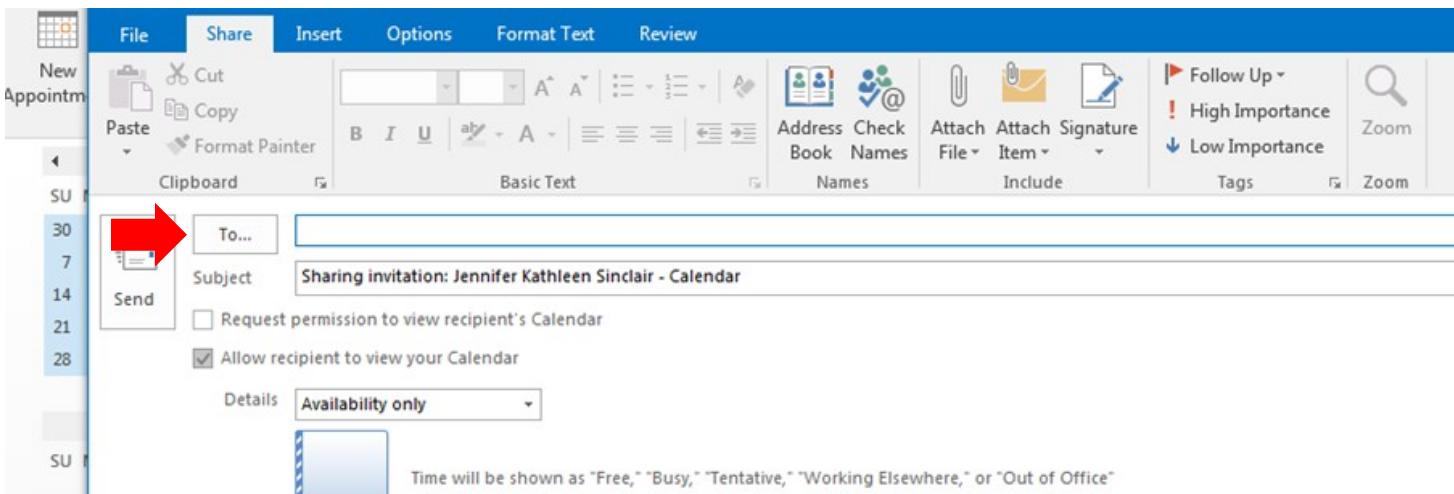
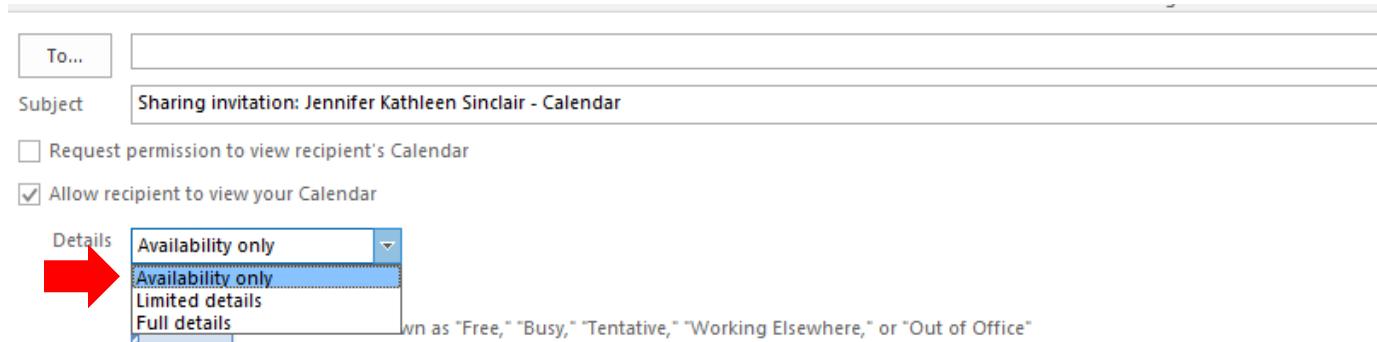1. In your Outlook inbox, open your calendar and select the 'Home' tab.
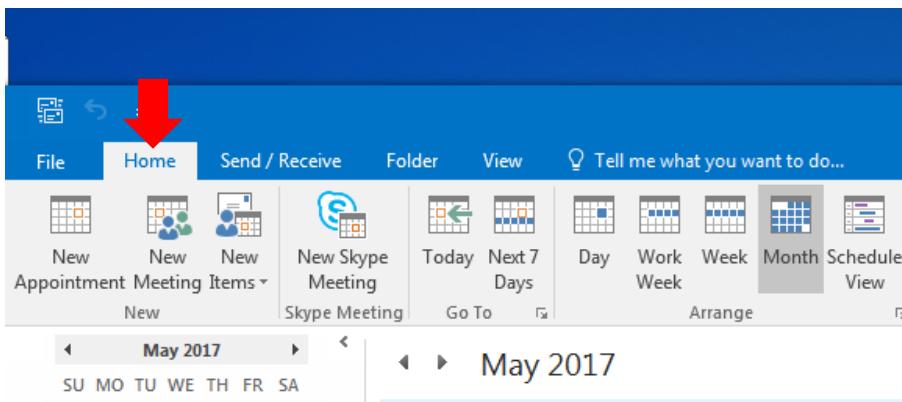
2. Under the Share group tab, check 'Share calendar'.

3. A sharing invitation will populate and you can enter the person you want to share with in the 'To' box.
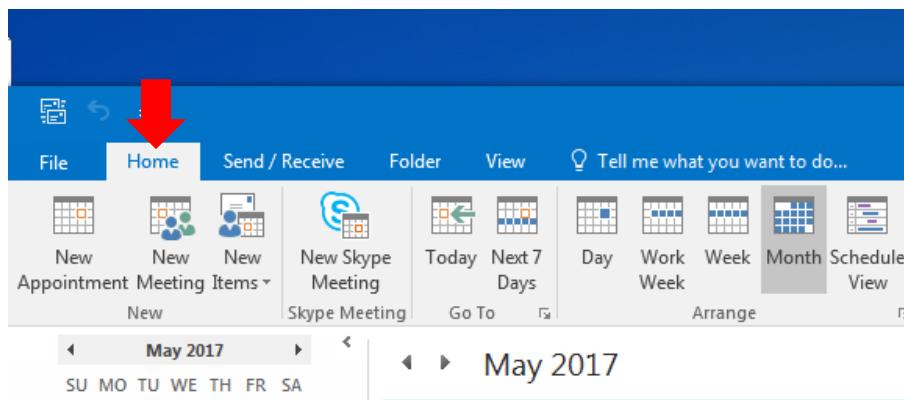
4. Under the 'Details' tab, select whether you want the viewer to be able to see 'availability only, limited details or full details'.

Making Appointments Private in Calendar

1. In your Outlook inbox, open your calendar and select the 'Home' tab.

2. Right click on the appointment you want to make private and select private from the drop down menu.