iT Champion

A fresh approach to IT support and expertise.

Calendar sharing

How to easily modify your settings.



Caroline Ellis
Head of Marketing



Glenn Gould
Operations Director

Agenda

- Who we are
- Outlook desktop vs online
- Types of calendars
- Outlook calendar settings
- Sharing your calendar
- Add/import a calendar
- Categories and reminders
- Recap
- Any questions

What can we do



IT Champion

A fresh approach to IT support and expertise.

Your IT experts

Our support technicians, service delivery team and technology leads all hold certifications in IT Support, cyber security and network infrastructure. With decades of experience in the real world that enables us to fix an IT query quickly.

Microsoft Solutions Partner

Modern Work

Supporting all our users

Under your organisation's support plan users have access to lots of resources so you can get the most out of us.

- Support from Monday to Friday from 7.30 am – 6.30pm
- Front line support within an average of 35 seconds
- FREE monthly Cyber Awareness training
- FREE monthly tips and tricks
- Client area – handy guides and links to resources

it-champion.co.uk/client-area

iT Champion

Outlook Calendars

Desktop versus Online

Biggest differences

- Calendar filtering – type of entry
- Suggested meeting time – internal only
- Toggle as a Teams meeting – settings can change to Zoom etc
- Spilt view and overlay – desktop superior



Types of calendars

My Calendars

A calendar that is associated to a mailbox you have access to.

Shared or People's

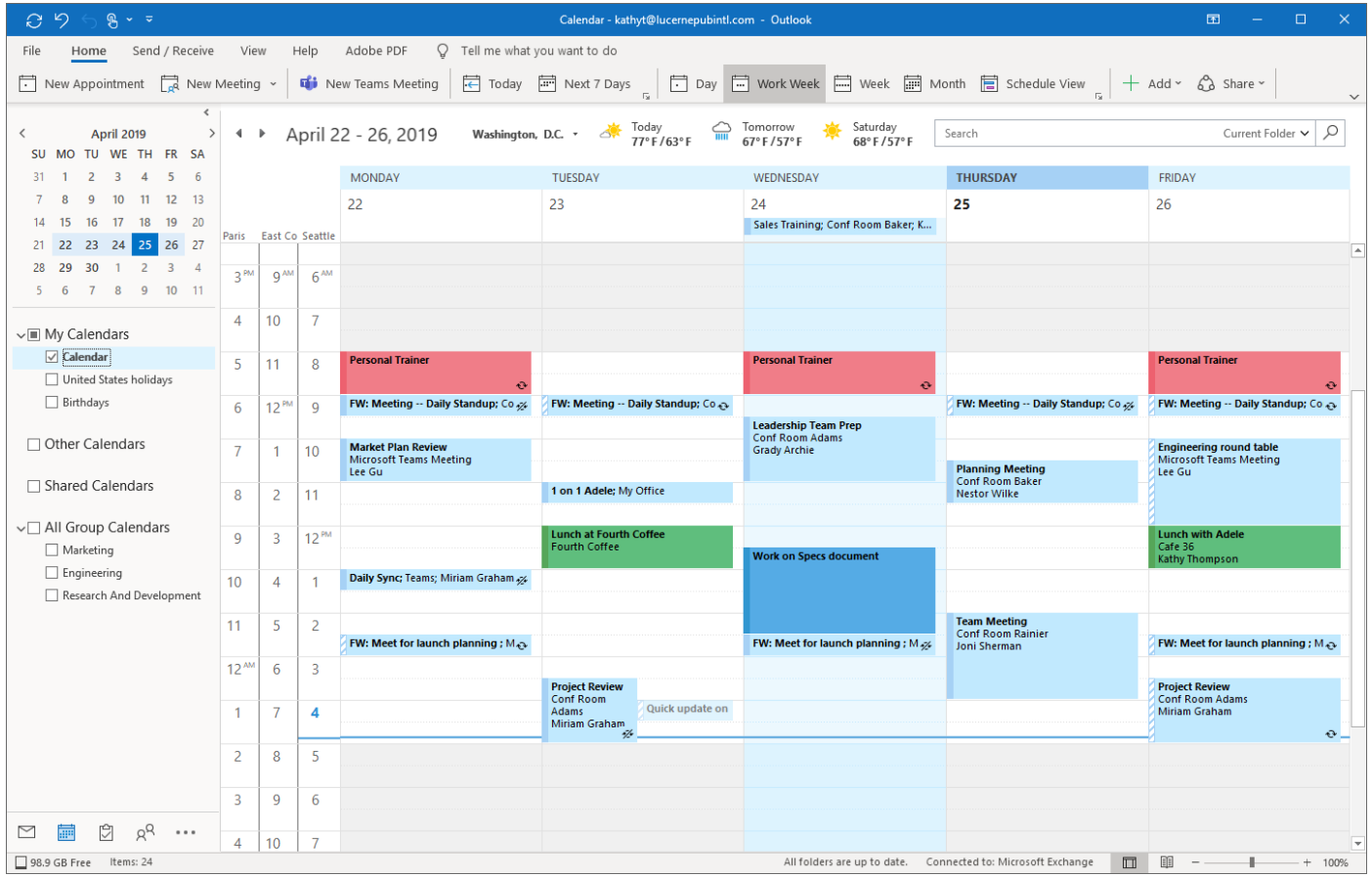
A calendar that has been shared with you.

Group

A calendar linked to an Office 365 group.

Rooms

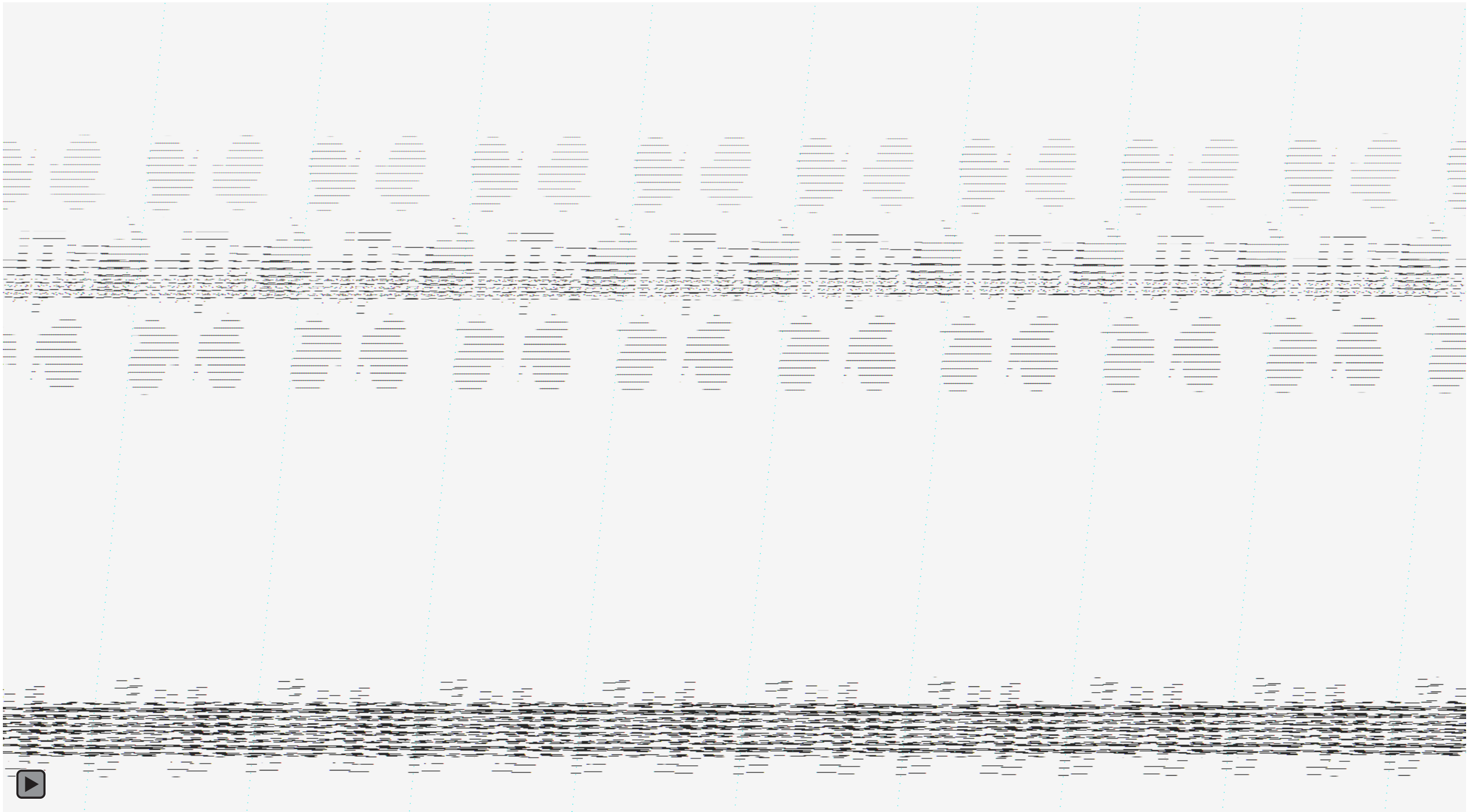
A calendar linked to resource.



Sharing your calendar

Outlook online

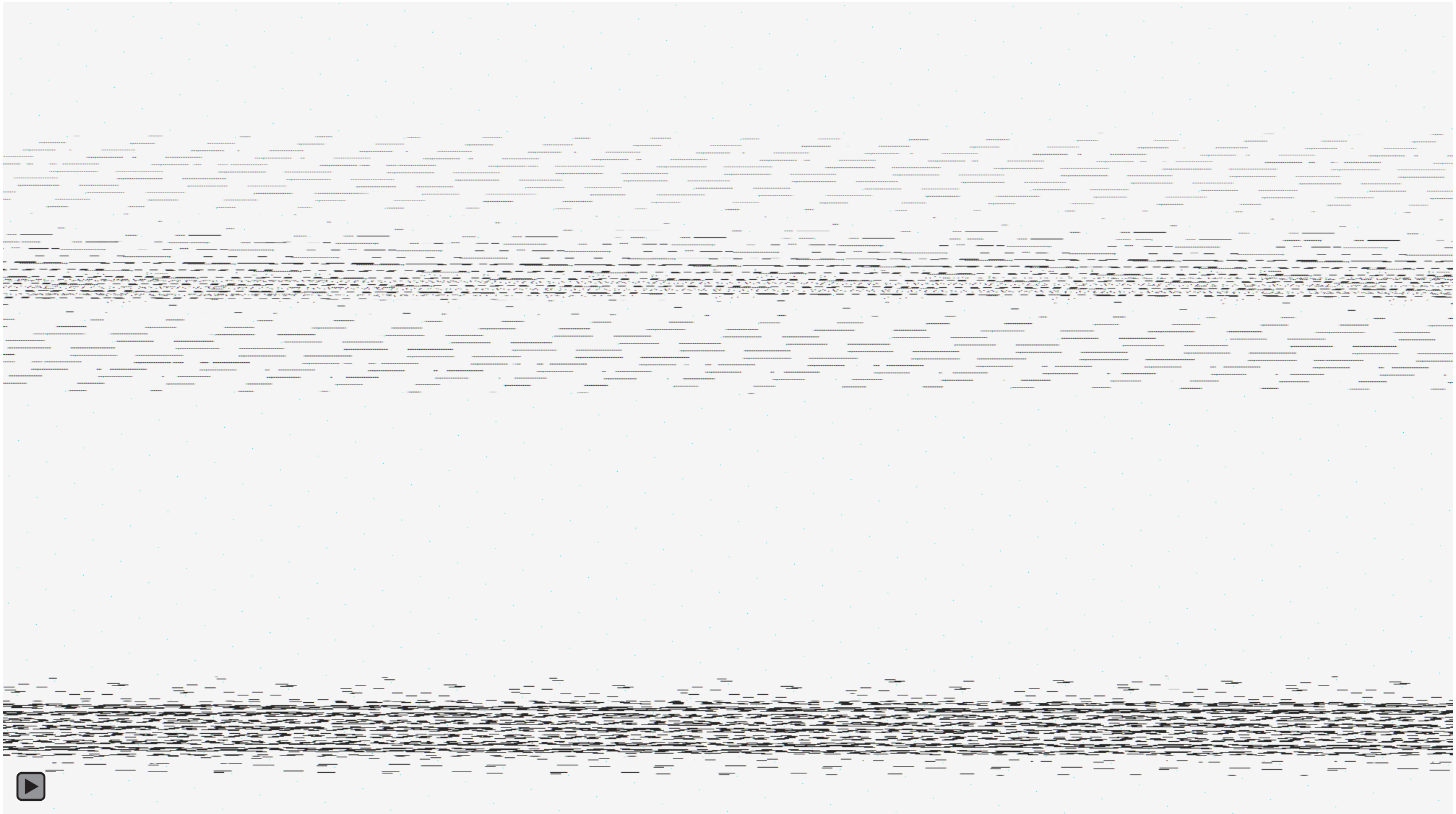




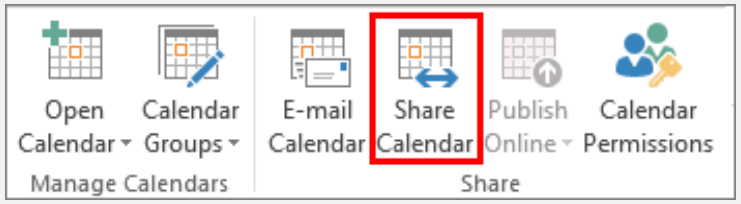
Sharing your calendar

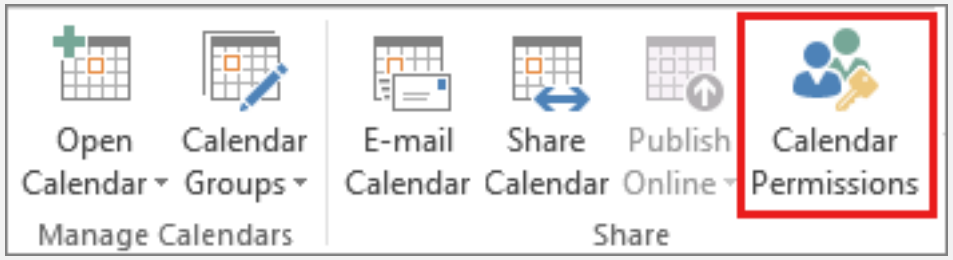
Microsoft’s demo for the desktop application



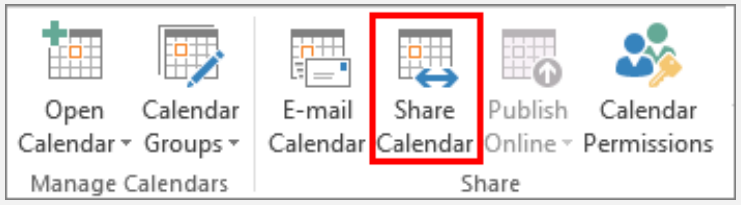


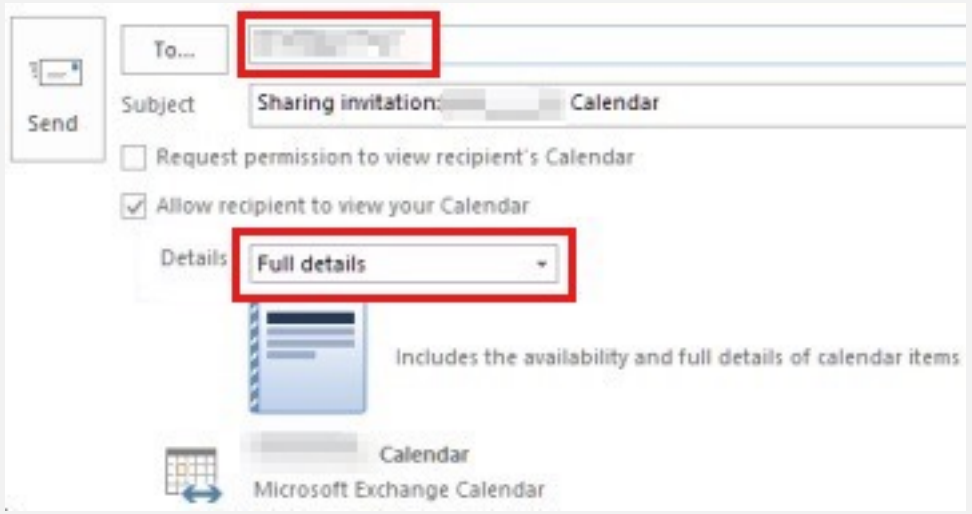
Desktop Share a calendar



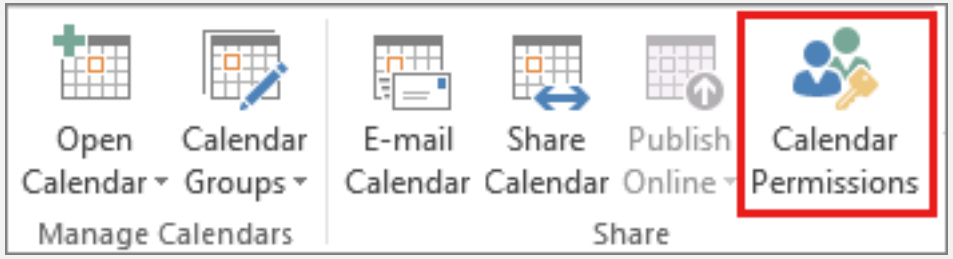


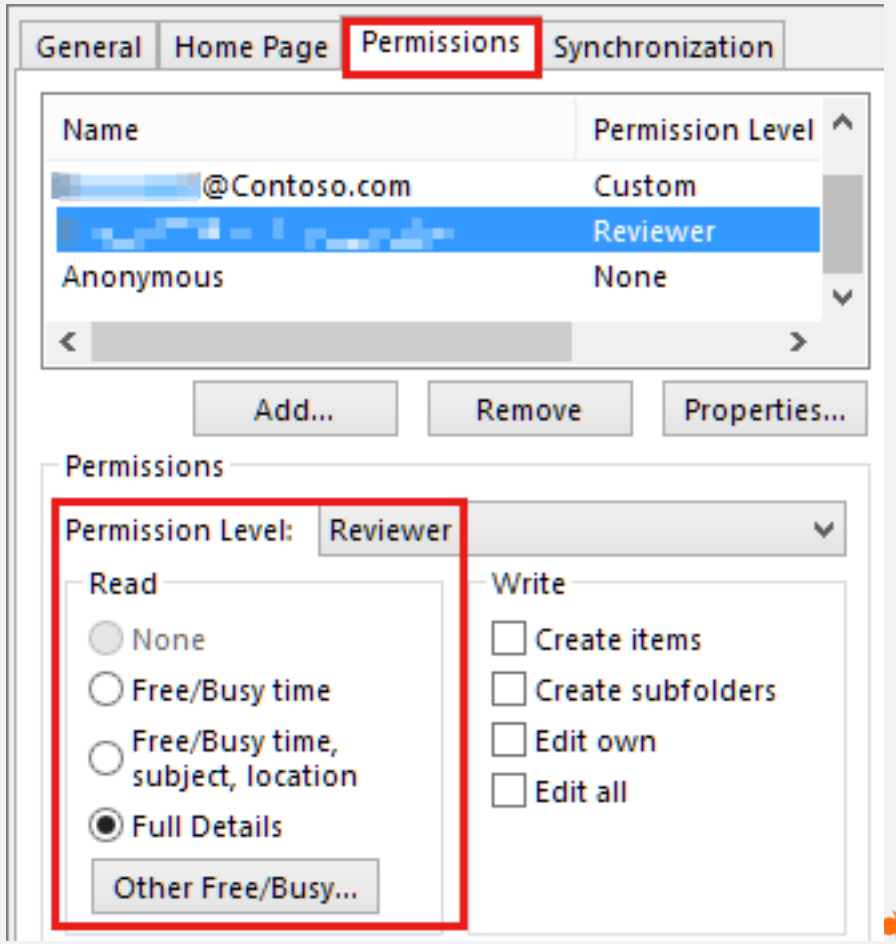
Desktop Share a calendar





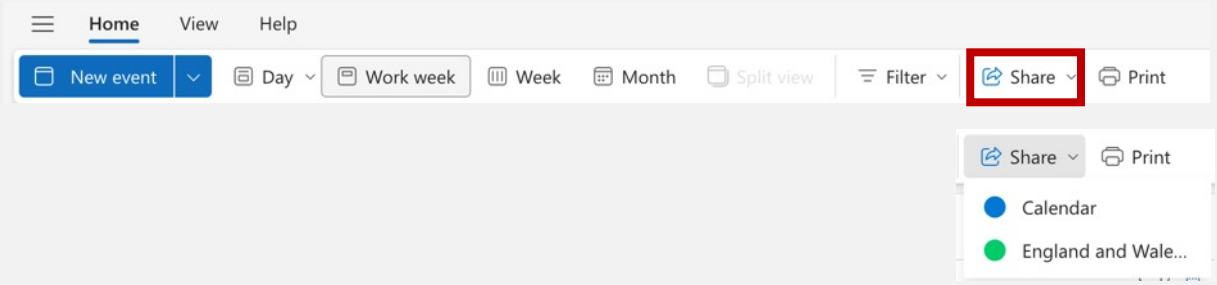
Desktop Share a calendar

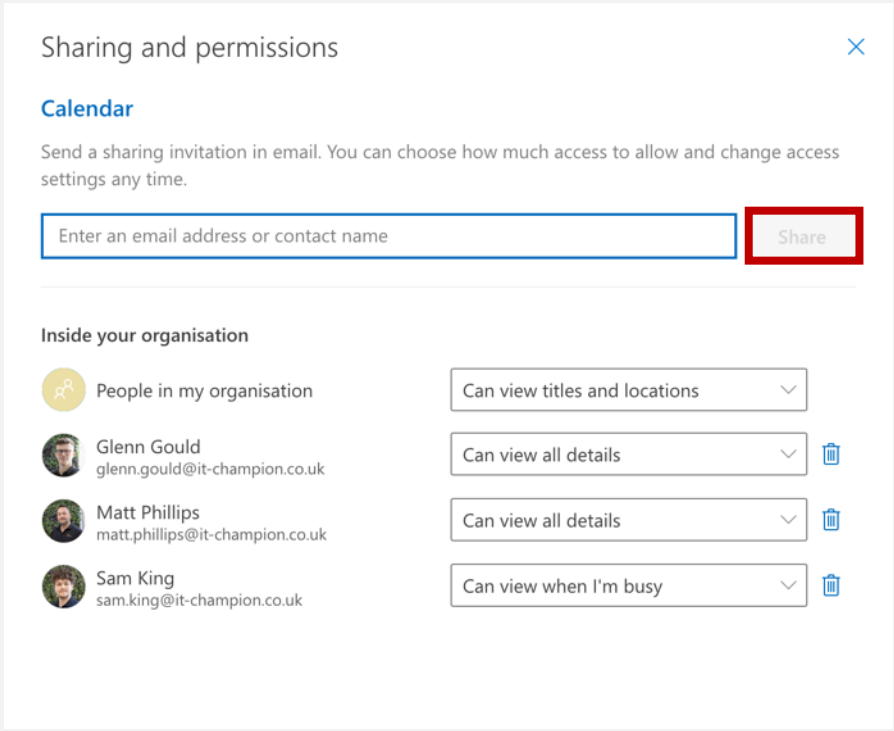




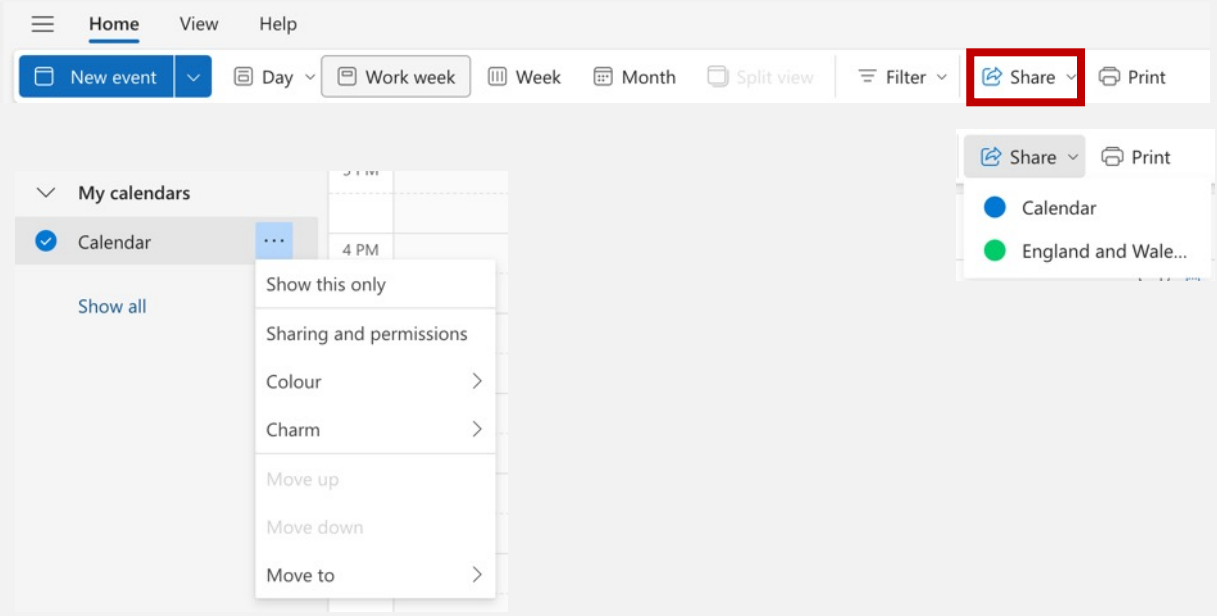
iT Champion

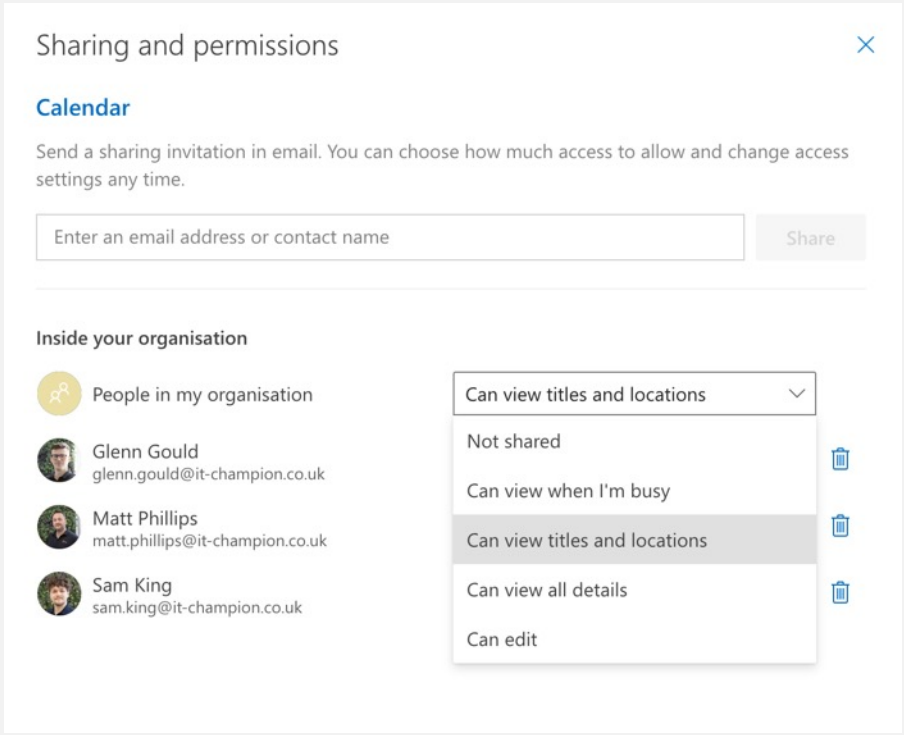
Sharing a calendar via Outlook online



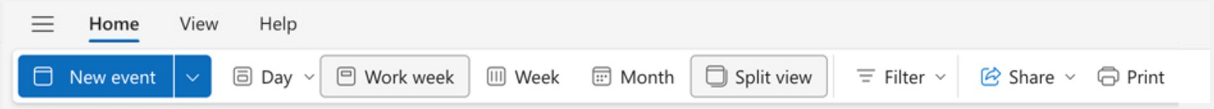


Sharing a calendar via Outlook online





Sharing a calendar via Outlook online

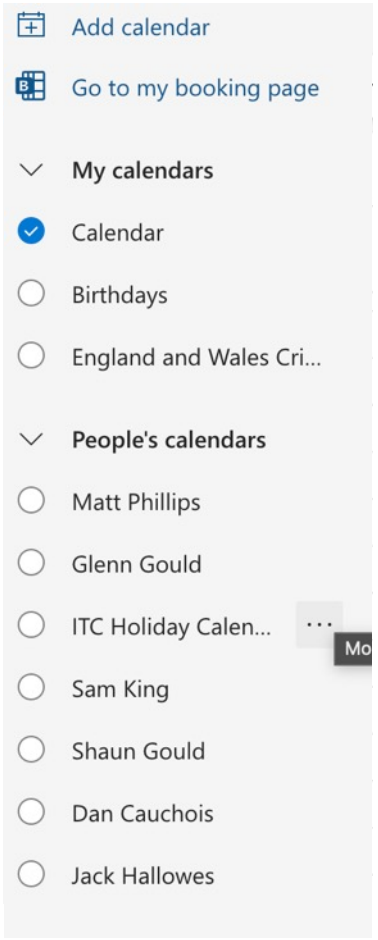


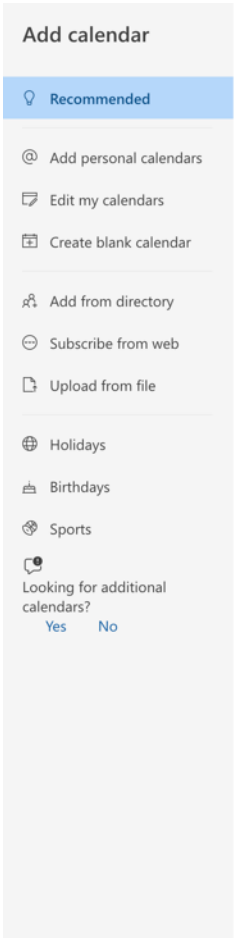
Add/import a calendar

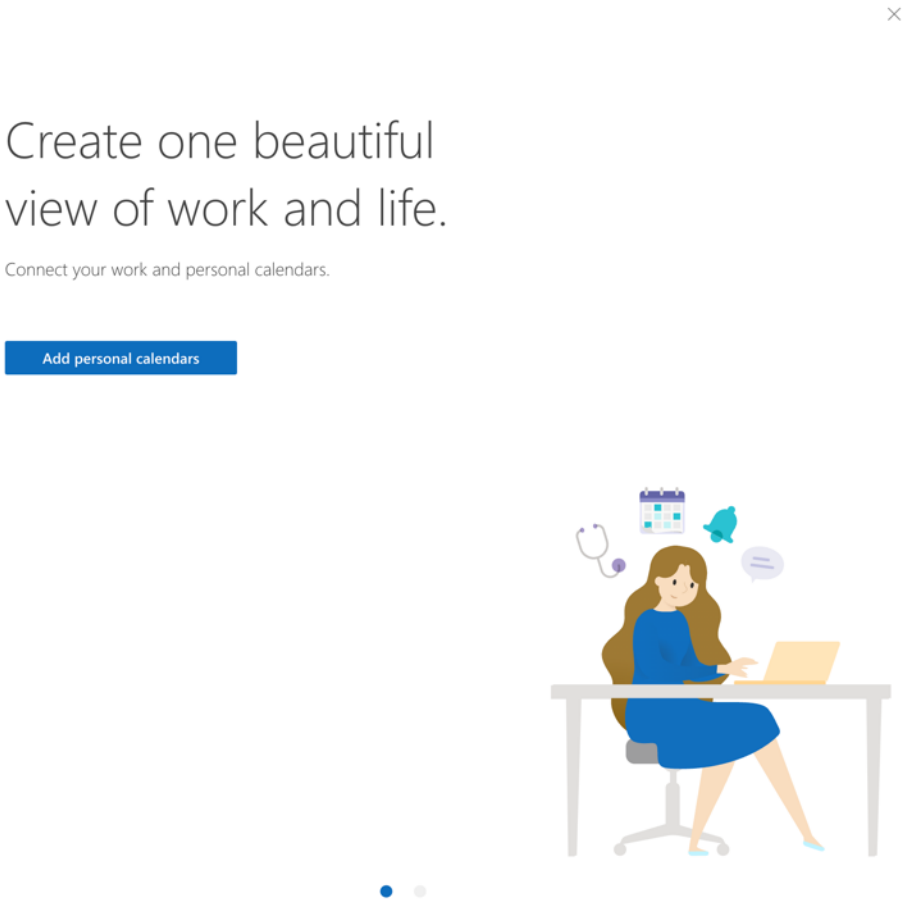
Desktop or online



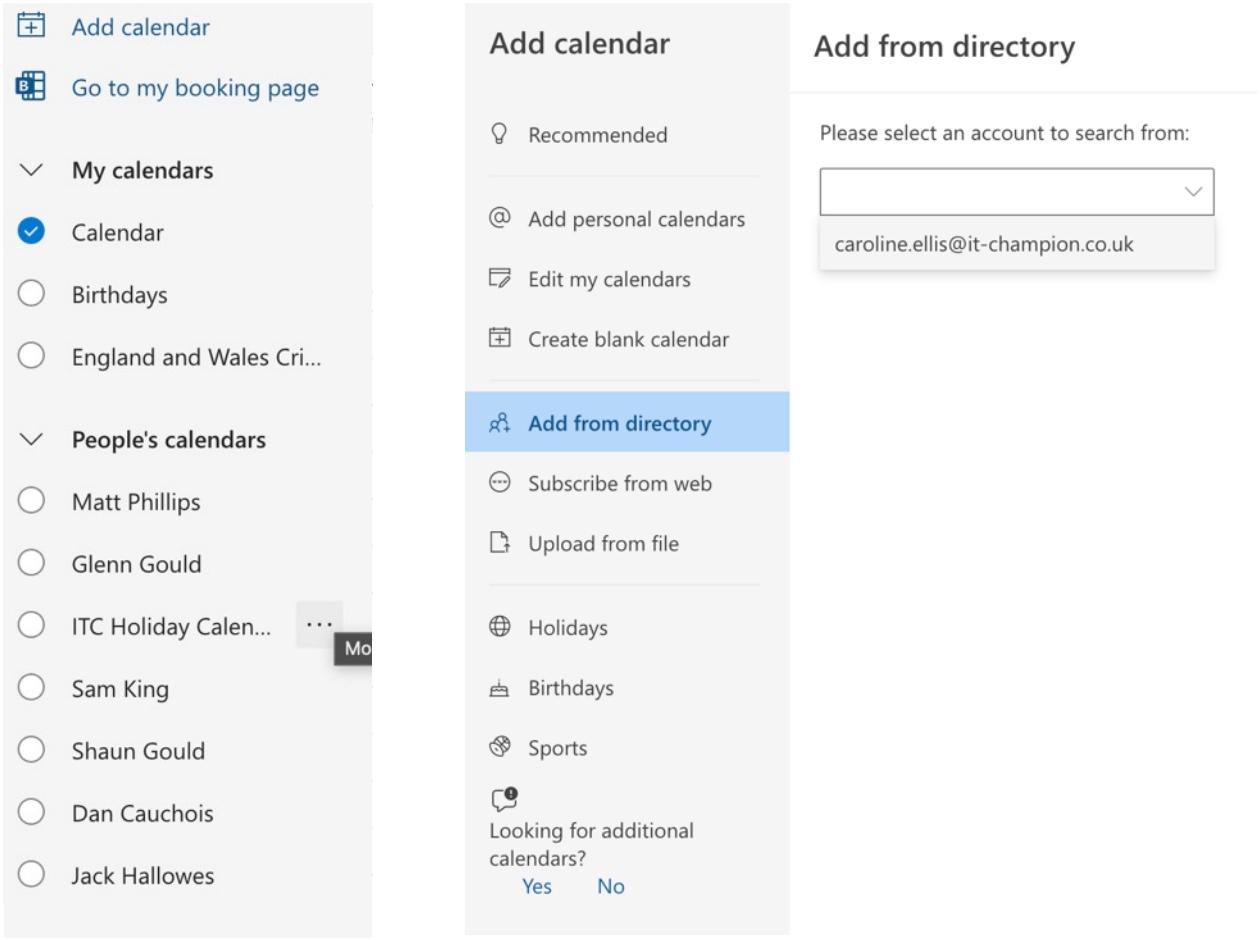
Using Outlook online to add a shared calendar



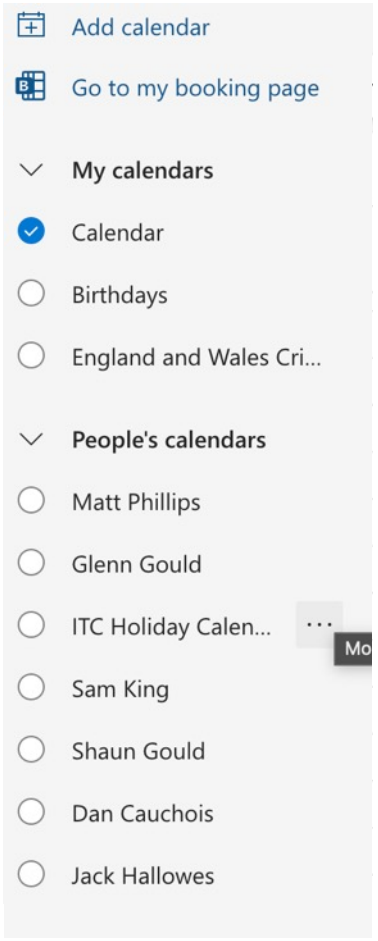


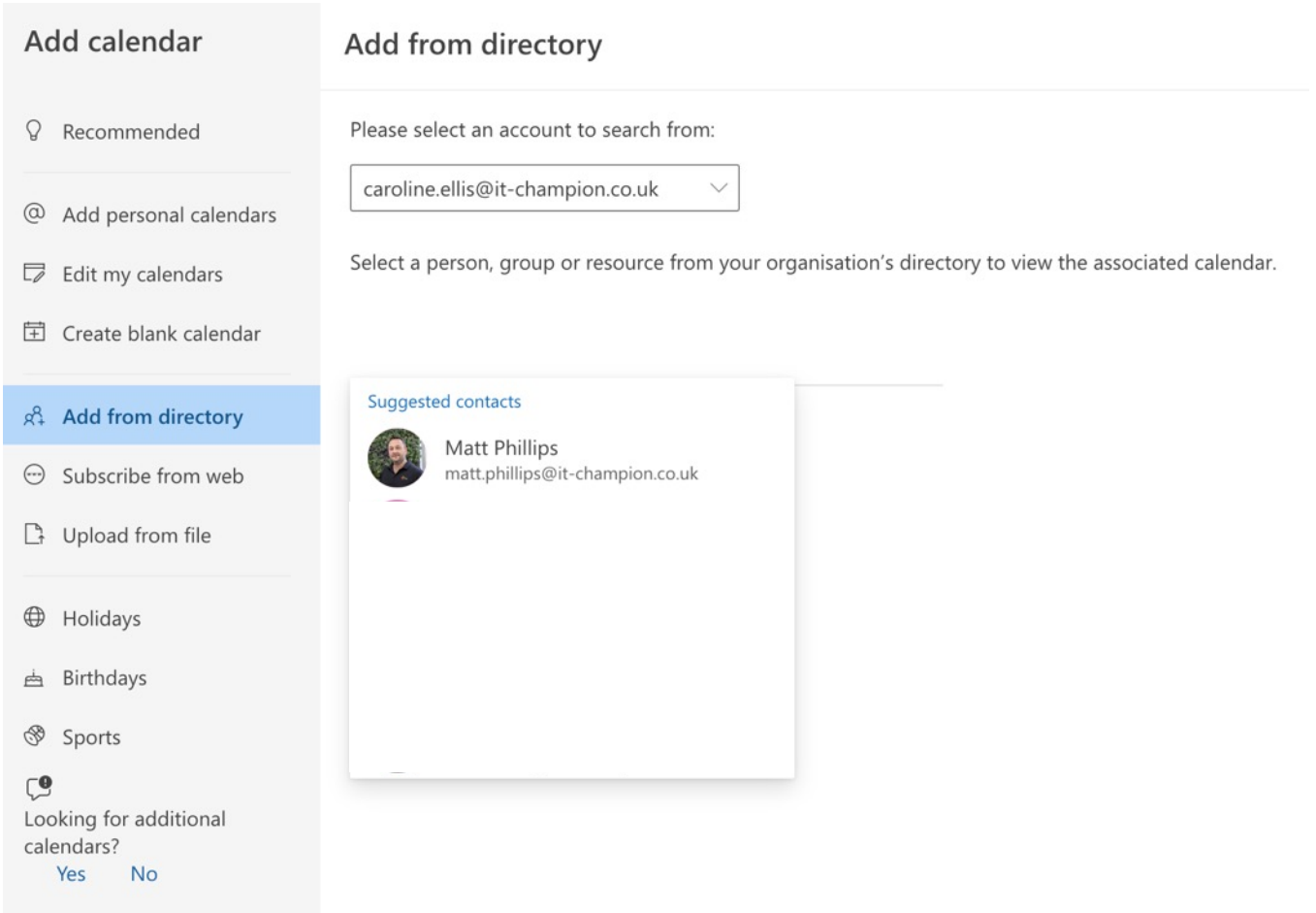


Using Outlook online to add a shared calendar

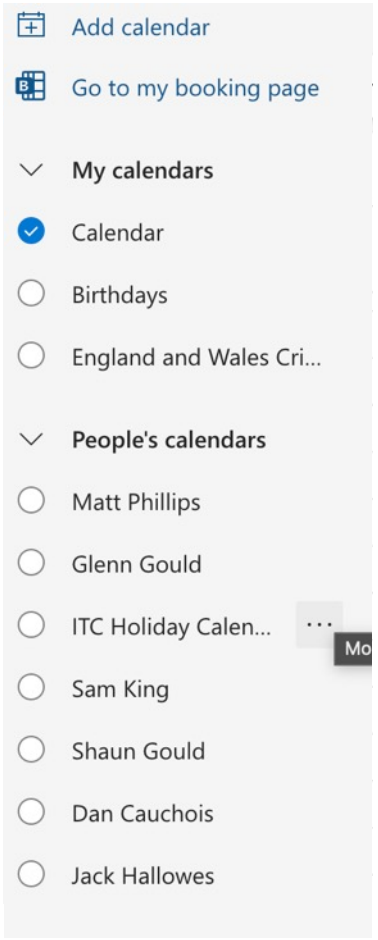


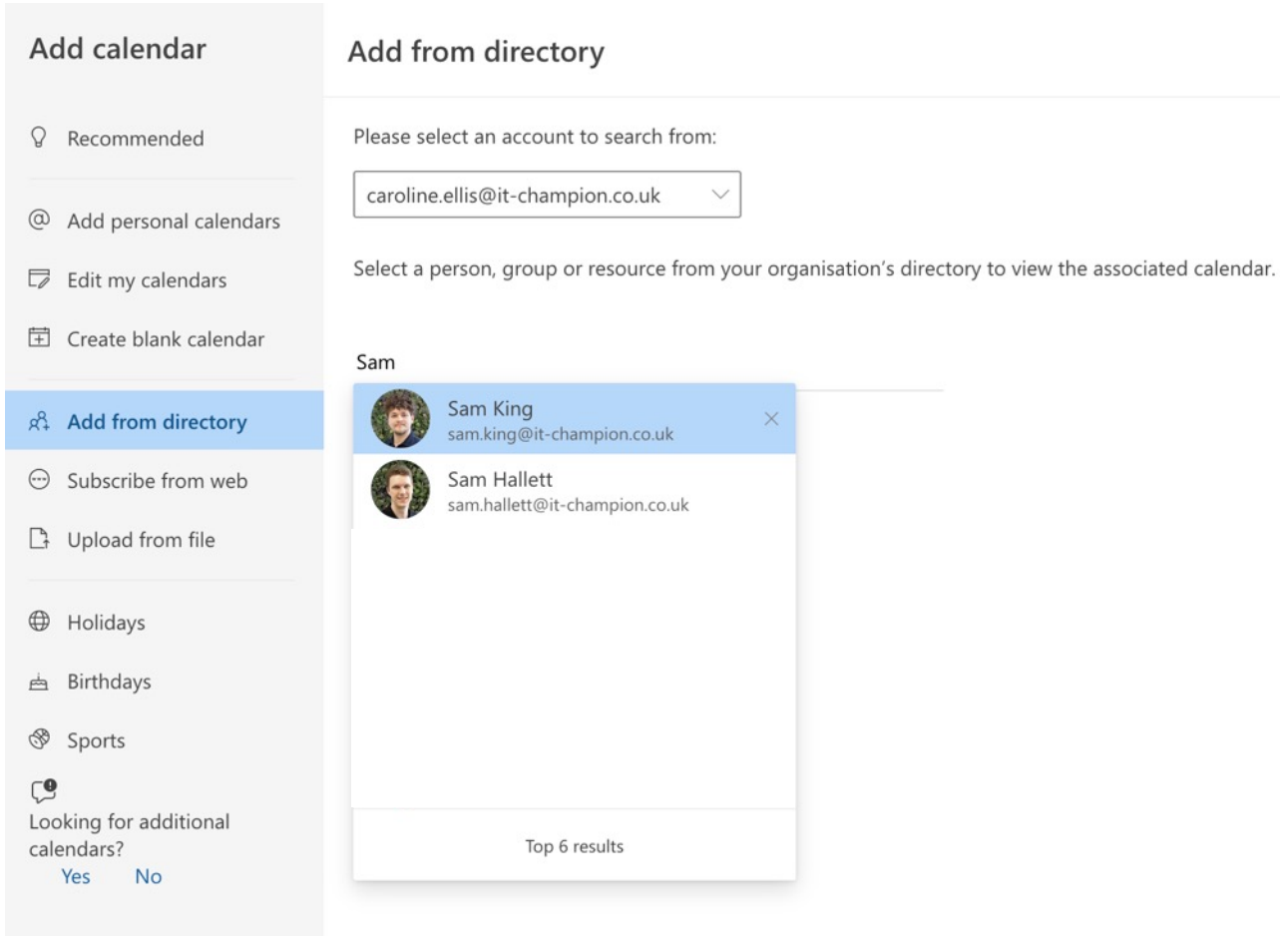
Using Outlook online to add a shared calendar



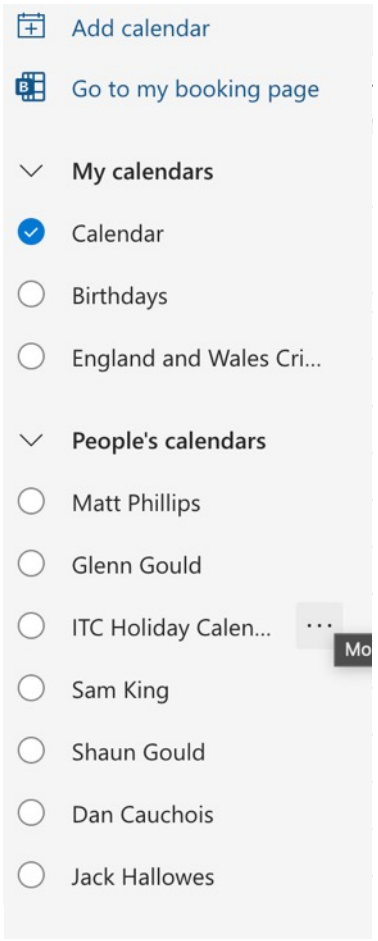


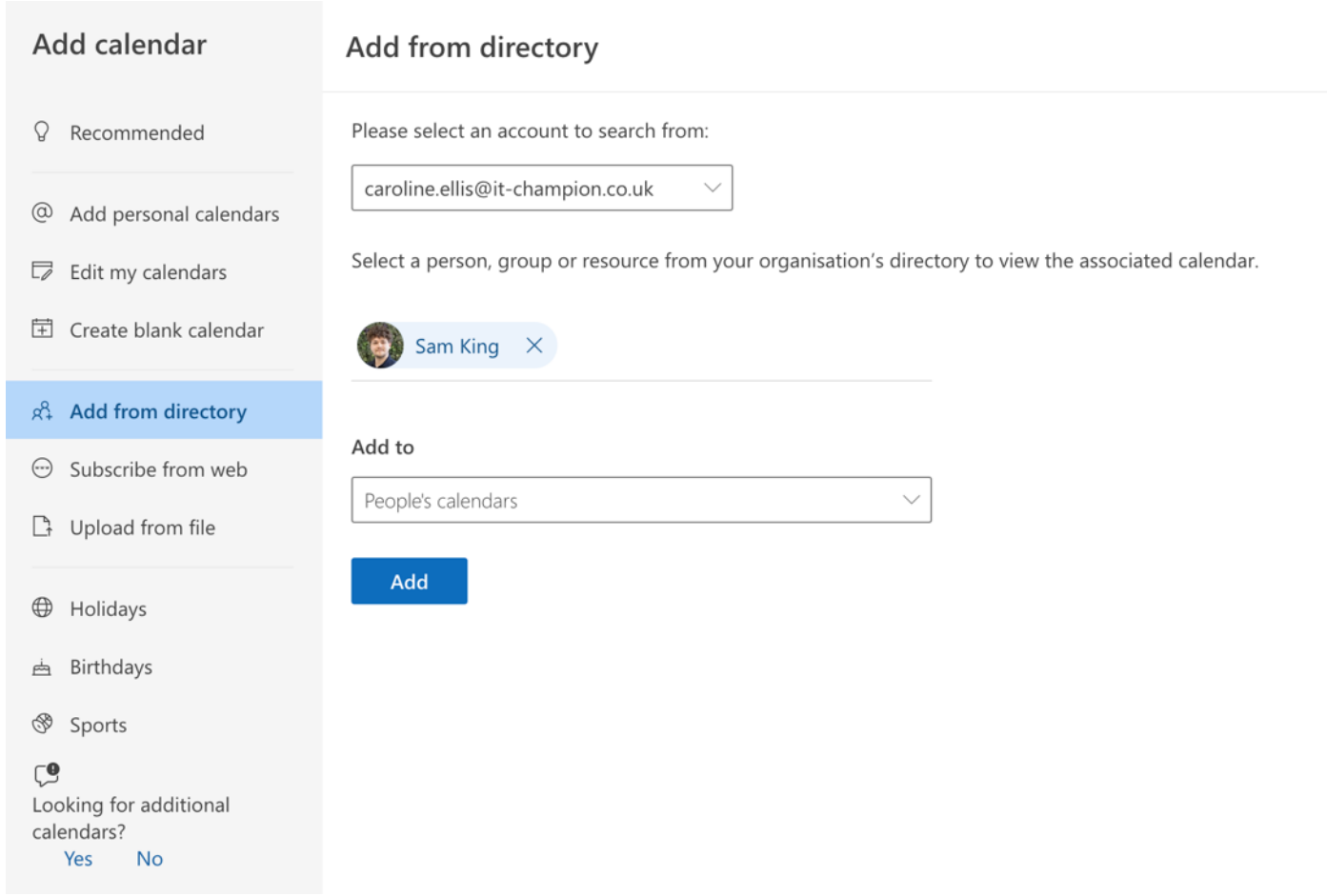
Using Outlook online to add a shared calendar





Using Outlook online to add a shared calendar





A departed user’s calendar

Scenario

A user is leaving that owned and looked after a shared calendar. You need to keep or move ownership.

There is no such functionality, ownership is always tied to the mailbox in which the Calendar resides, in this case, your own. Sharing it will still leave you as the owner.

- Contact us to help you with this issue.
- We have the expertise to allow a dedicated user to have continuous access.



Categories and reminders

Desktop

Over to you...

Any questions?



iTChampion

iT Champion

A fresh approach to IT support and expertise.

Hope you enjoyed the session

Why not join us for our next tips and tricks session?

www.it-champion.co.uk/it-training/monthly-tips-tricks/