SabahGov Email Calendaring Function

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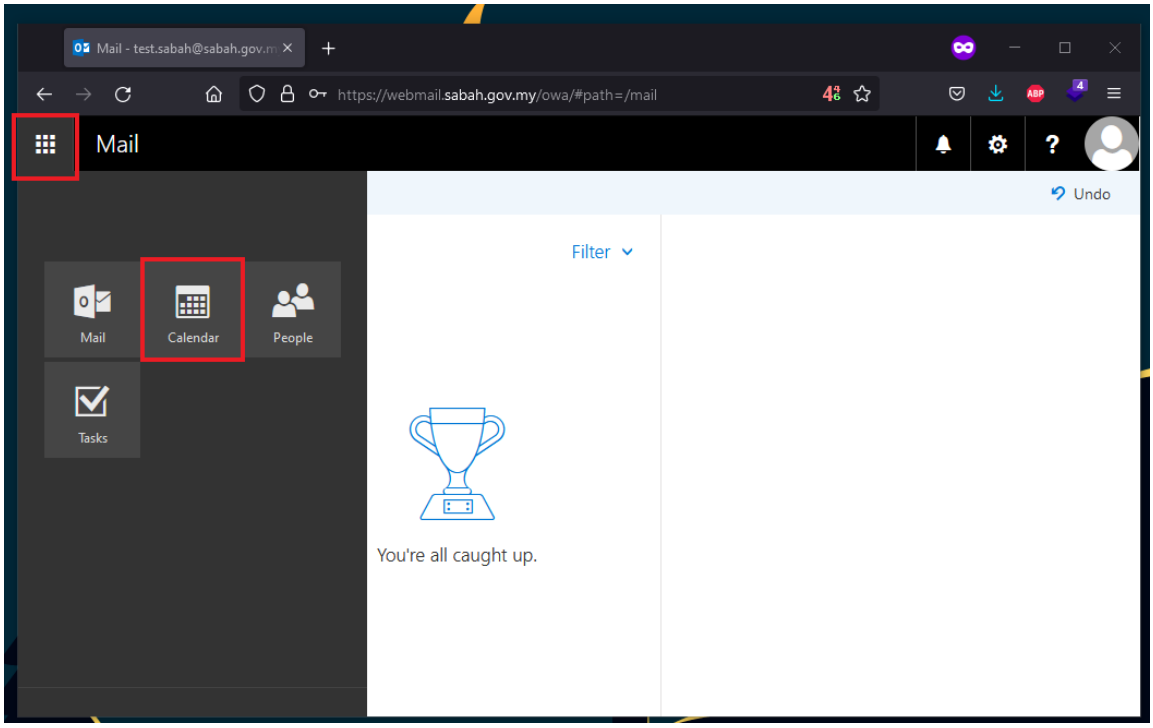
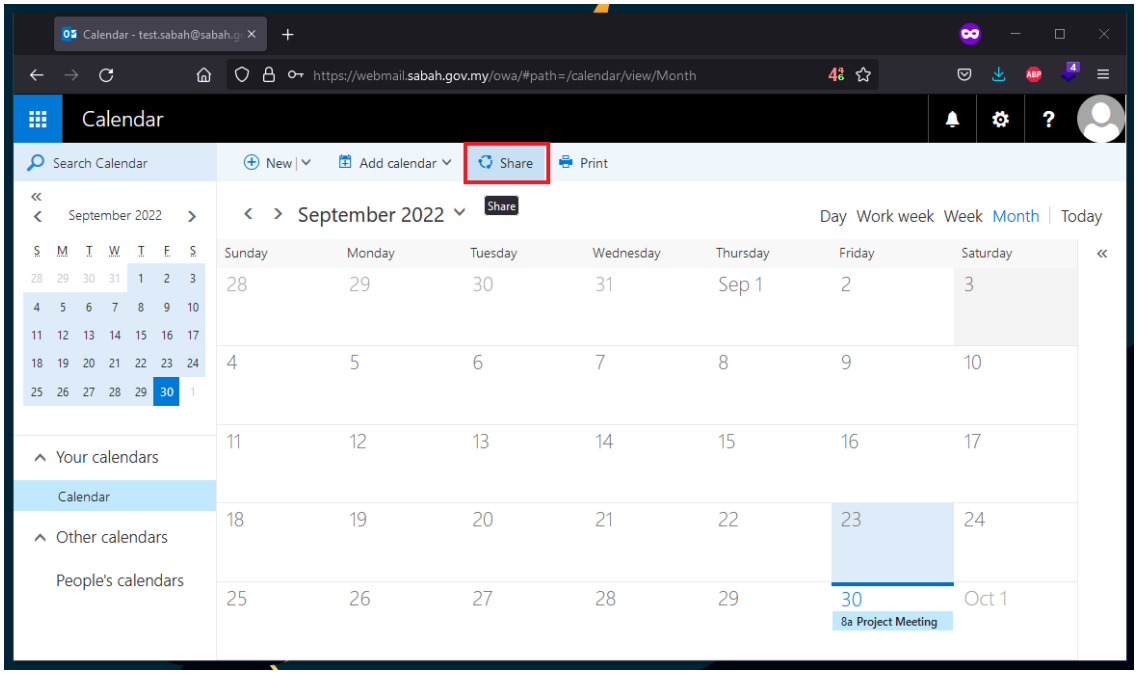
1 Outlook Web App (OWA)

1.0 Share your Calendar from Outlook Web App (OWA)

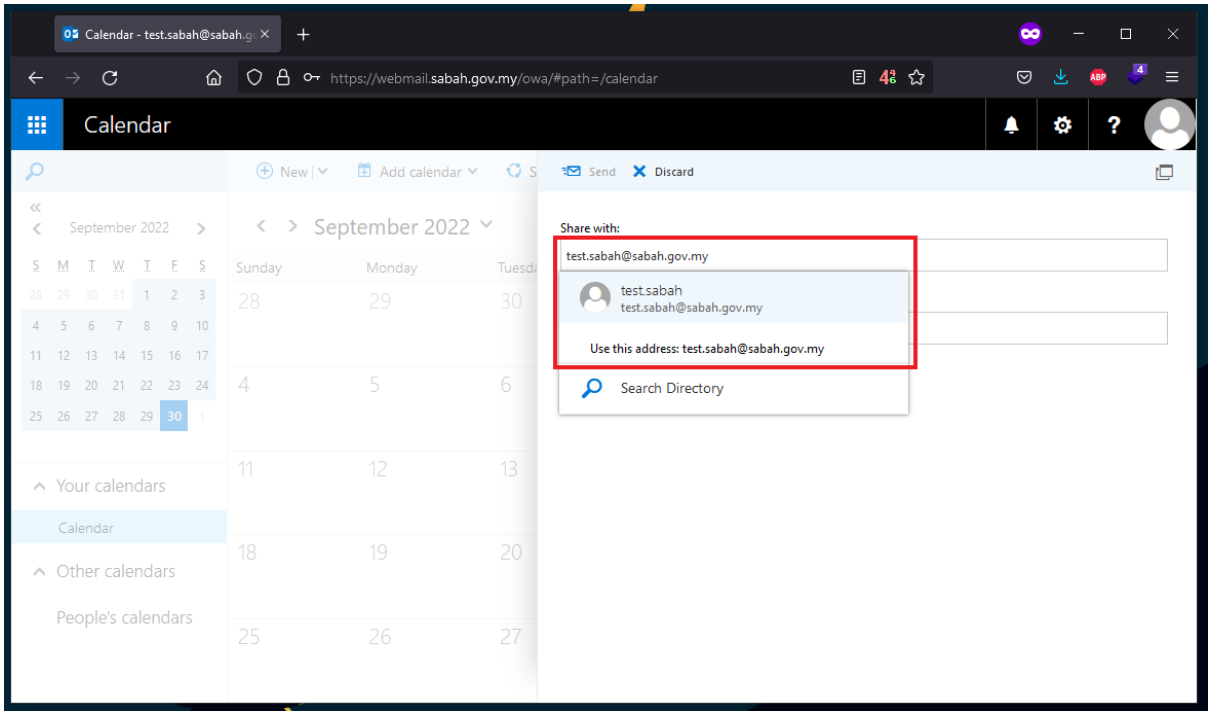
- In your Outlook Web App, click the **Menu** button at the top left and click Calendar.



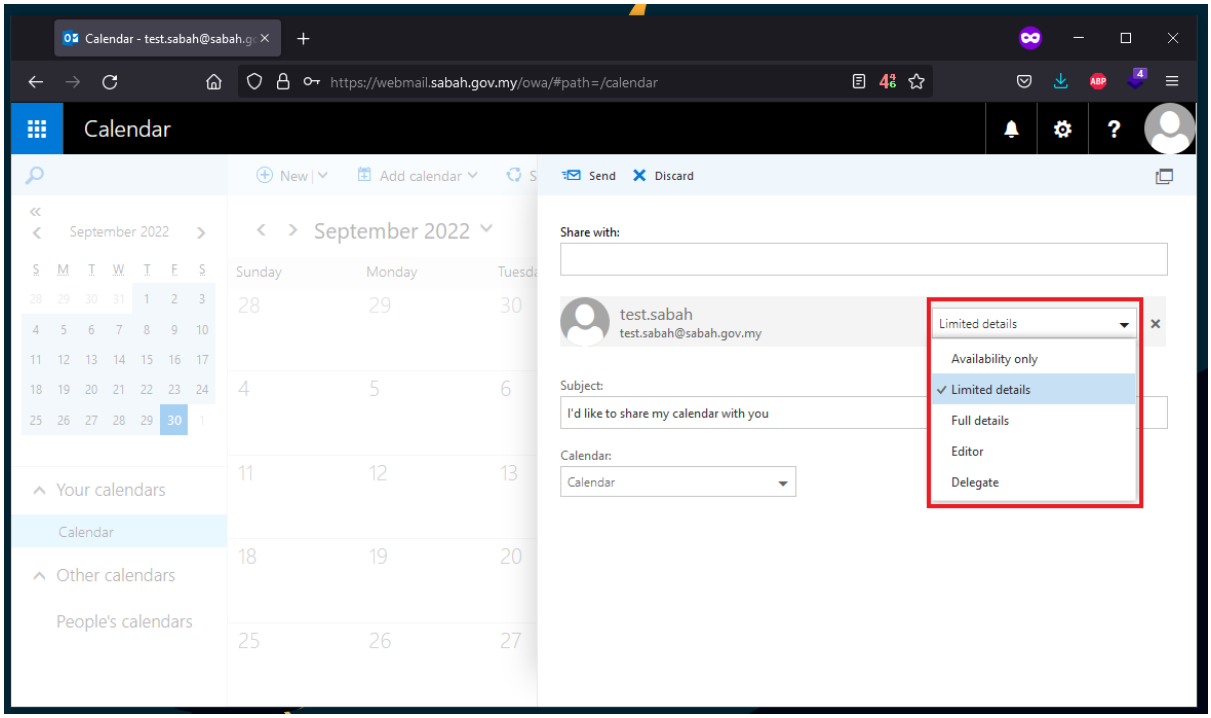
- Click **Share**



- Enter the recipient's email that you want to share your calendar with, and click the recipient's email address.

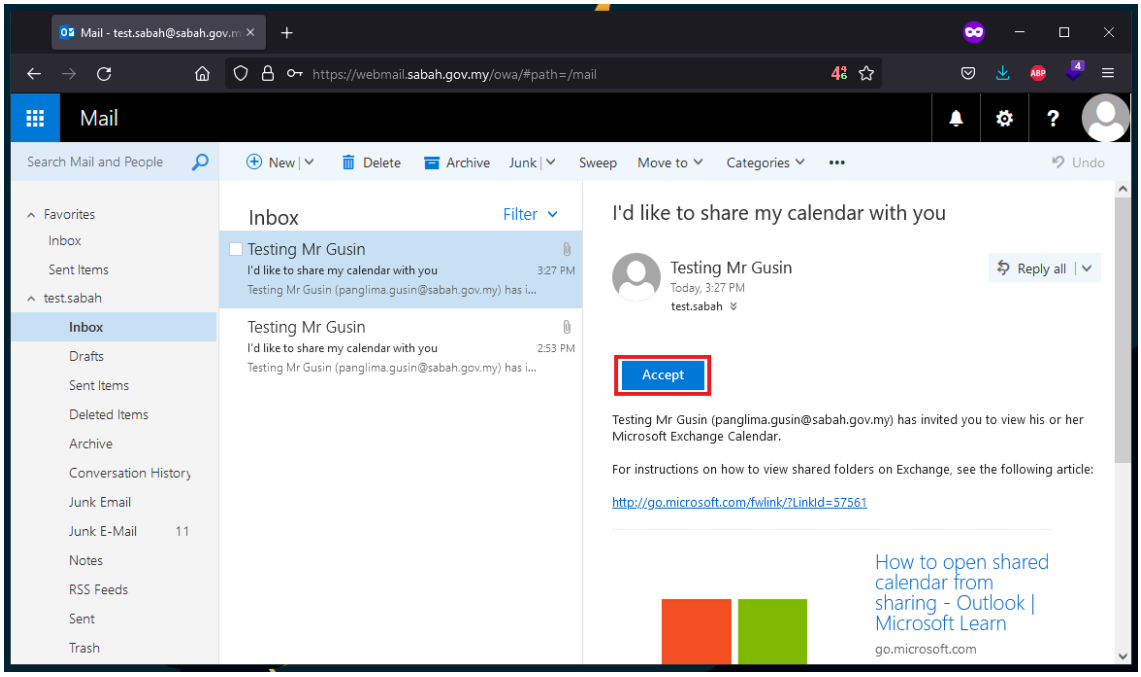


- Select the access level you want to give to that person. Click Send when all is ready.

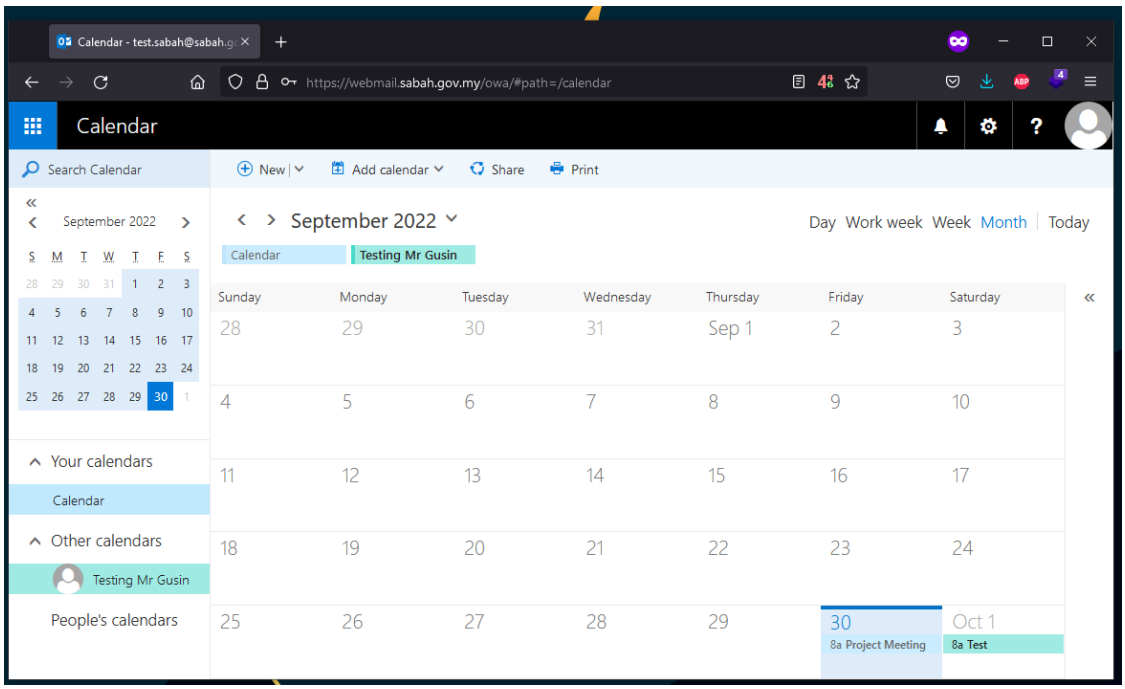


1.1 Open Share Calendar from Outlook Web App (OWA)

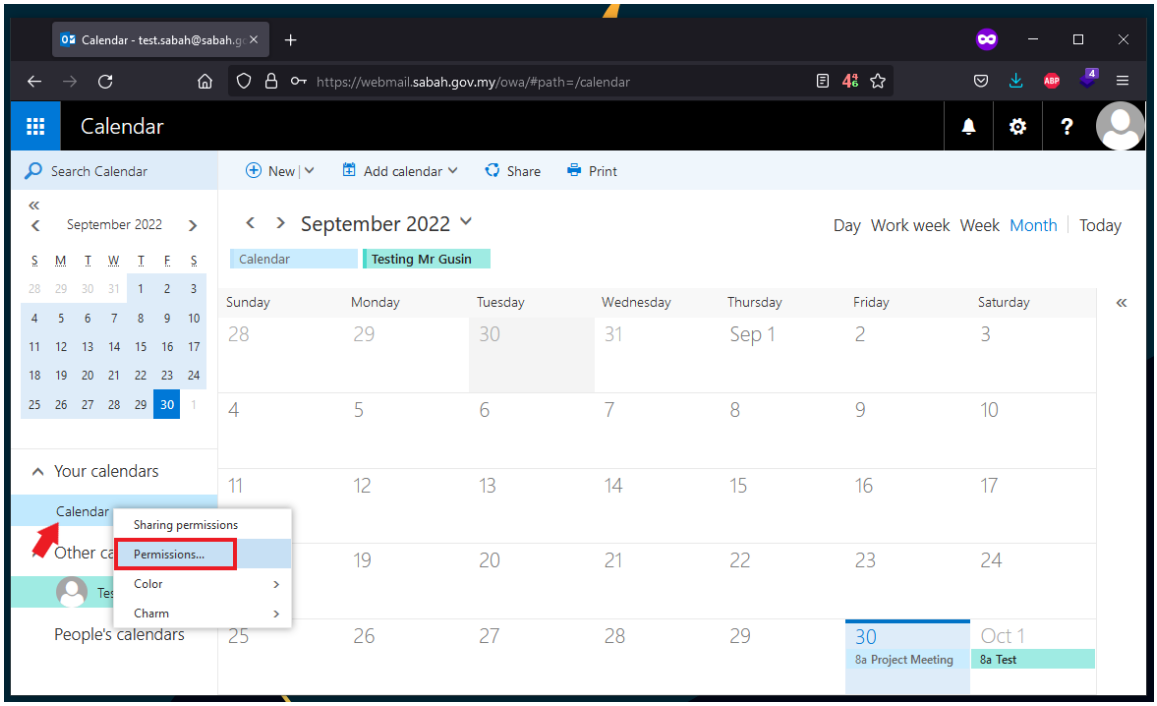
- When others share their calendar to you, you will receive an email (refer diagram from below). Click **Accept**



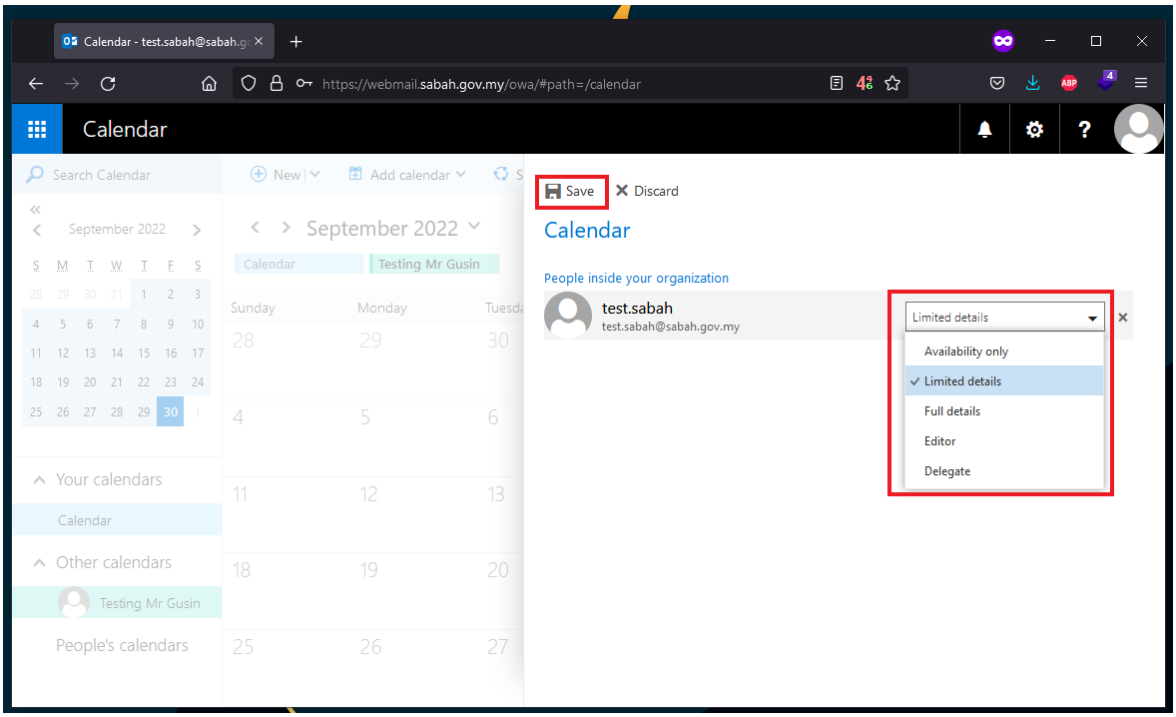
- Now you are able to view their calendar.



- You can also check the person you are sharing with and edit the permission by right click Calendar, click Permissions…



- Here you can edit the permission of the person that you share your calendar with.
- Don't forget to click the Save button after you edited the permission.

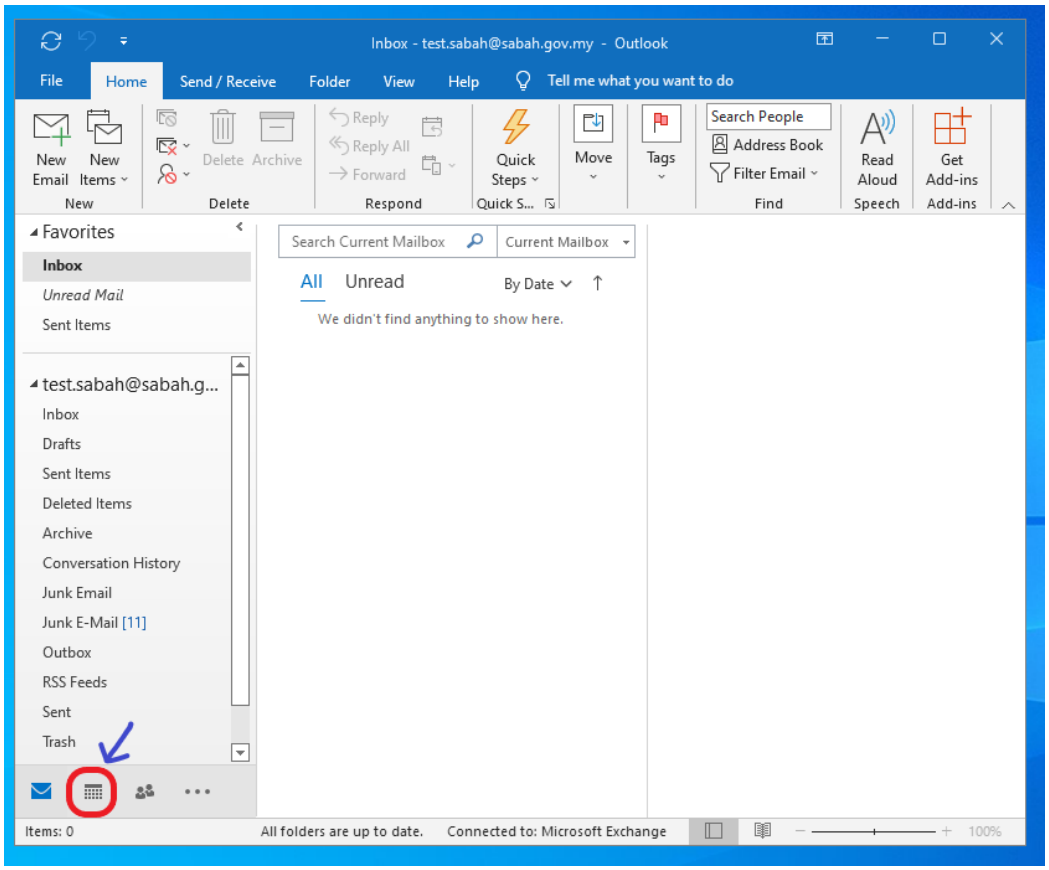


2 Calendaring For Outlook 2019 and Above

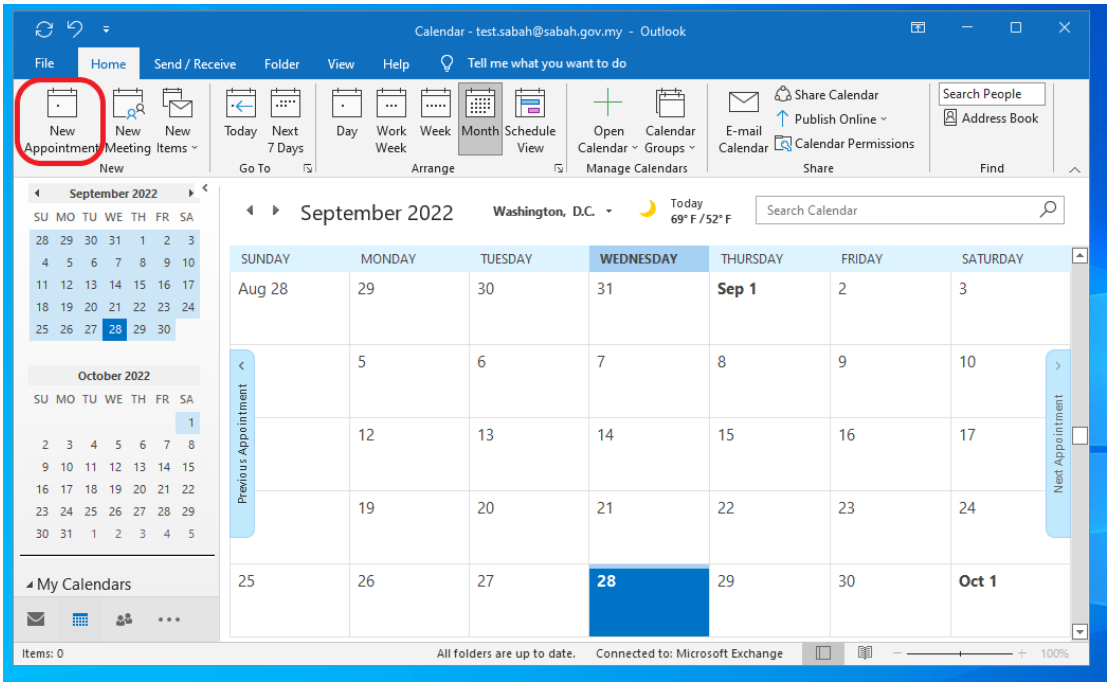
2.0 Create and Send New Calendar Invitation (Appointment)

- When scheduling a meeting, you can invite others to the meeting. If they are an Exchange user, they can accept calendar invitations and have them automatically entered into their calendars. You can also send invitations to others via e-mail. Also, note that in order to schedule resources, you simply have to invite them like any other user. You will receive an automated response based on the resources availability.

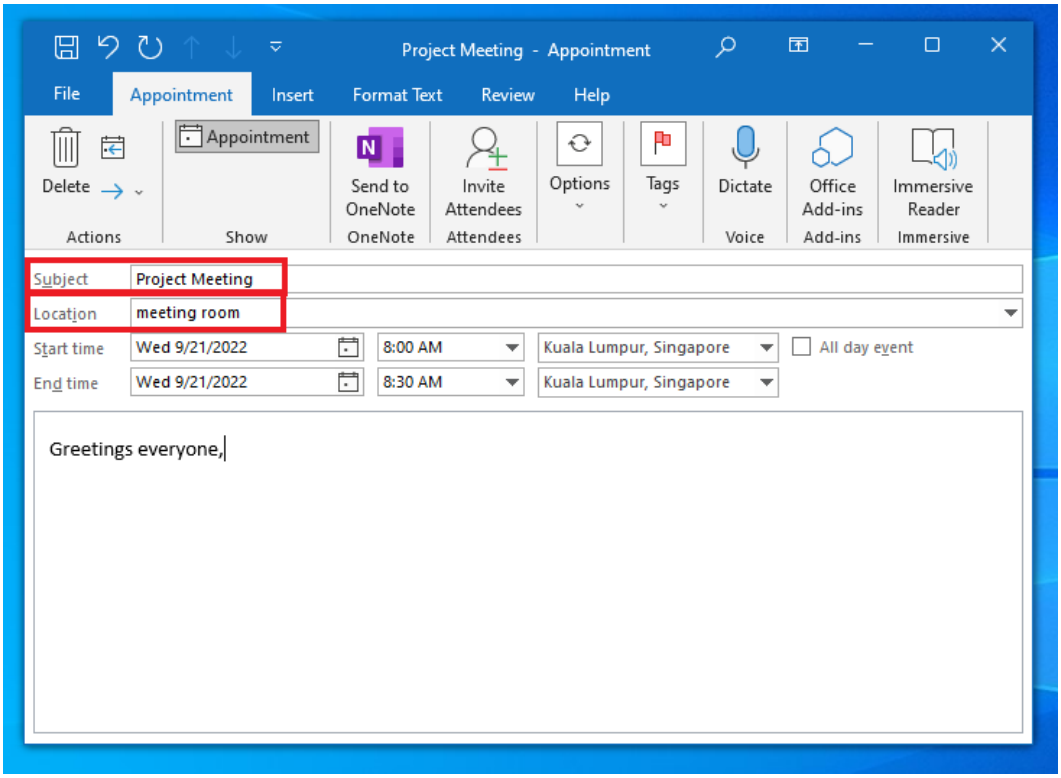
- Open **Outlook**. Click the Calendar button on the navigation pane.



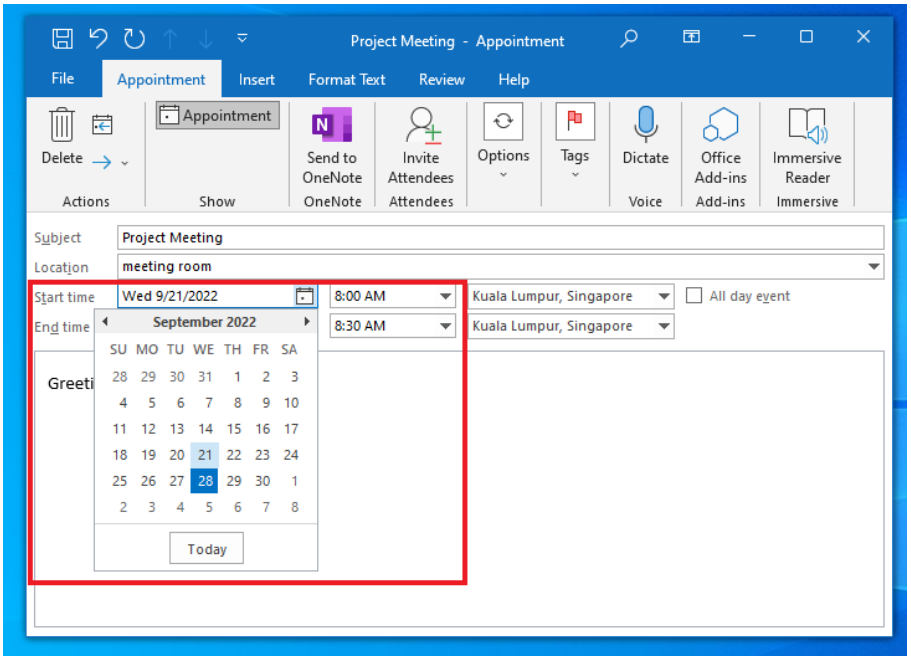
- Click the **New Appointment** button in the upper-left hand corner of Outlook.



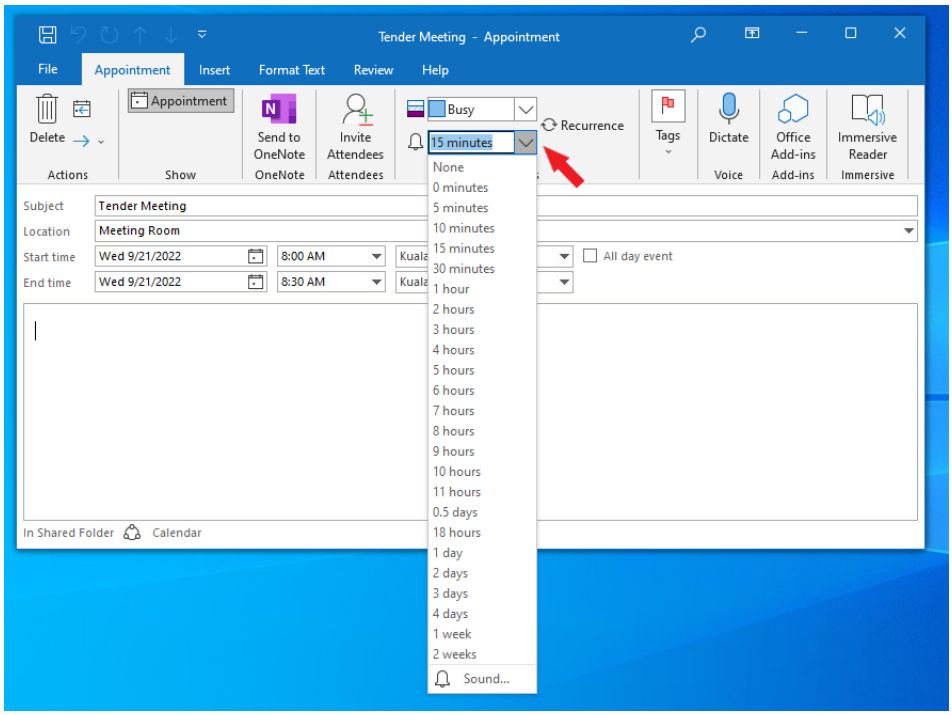
- **In the Subject**: text field, enter the title for your event. **In the Location**: field, enter a location if needed.



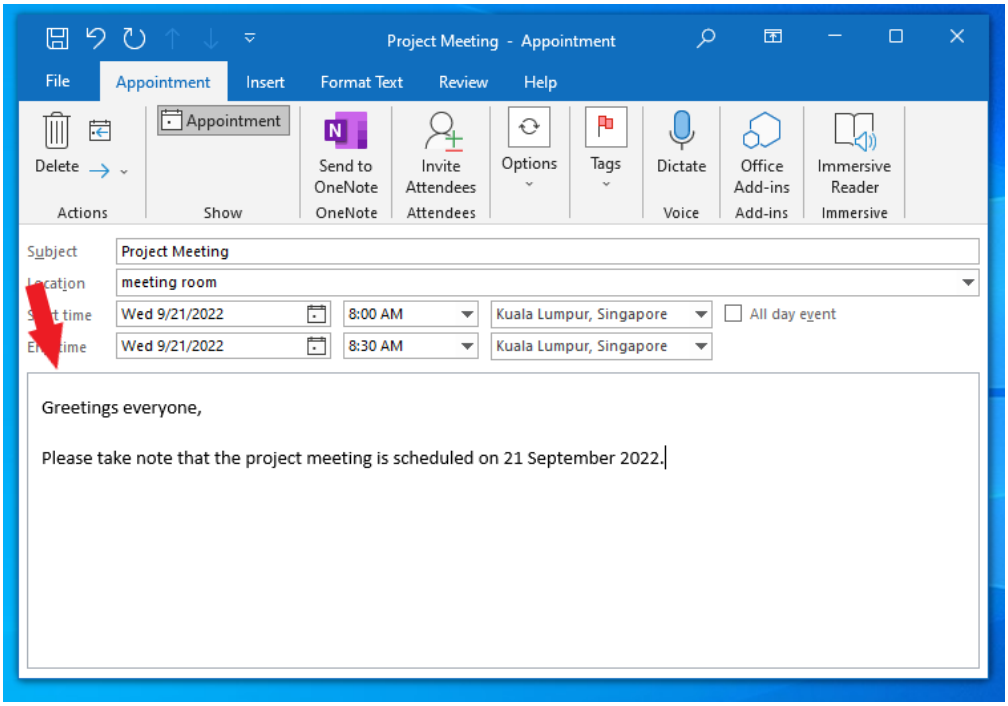
- Set the Start time and End time. Note that you can click the drop-down arrow for a more user-friendly view of both the date and time functions



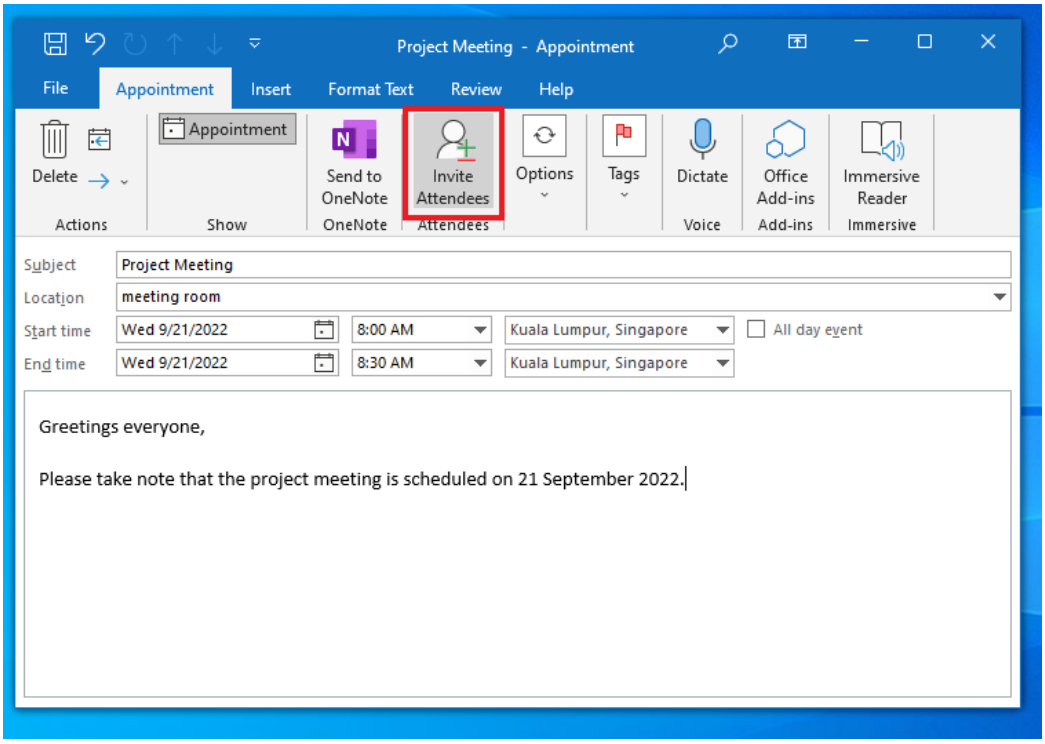
- You can set a reminder for the event if you wish. The default reminder is set at 15 minutes. Click the drop-down menu to select a different reminder.



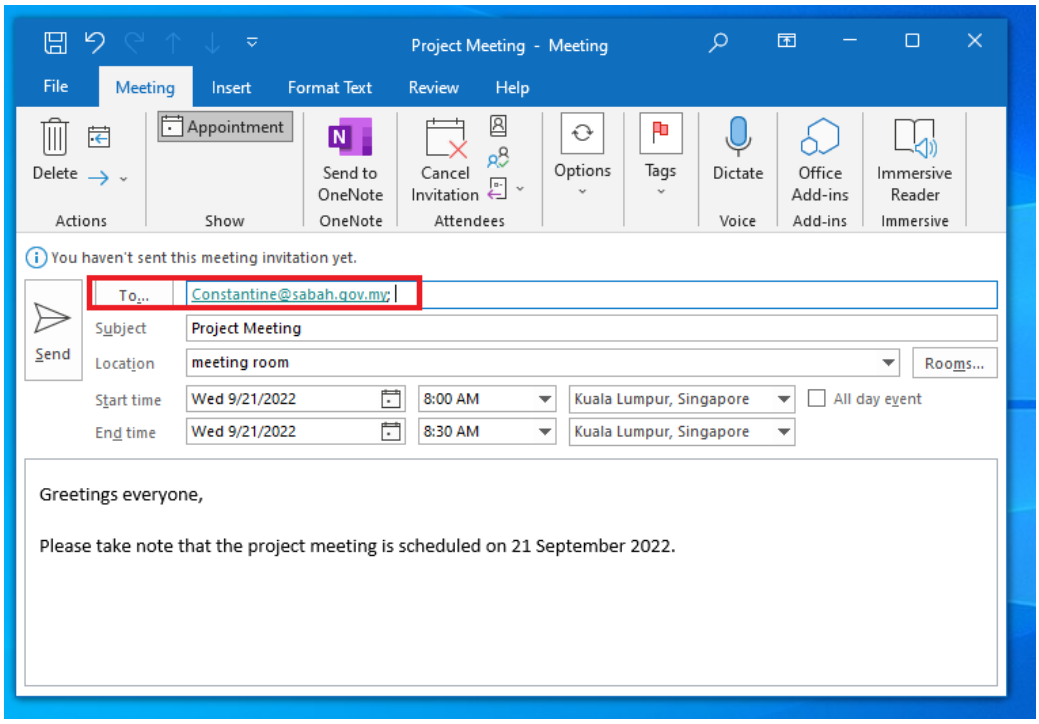
- You can type a note about the event in the large text field.



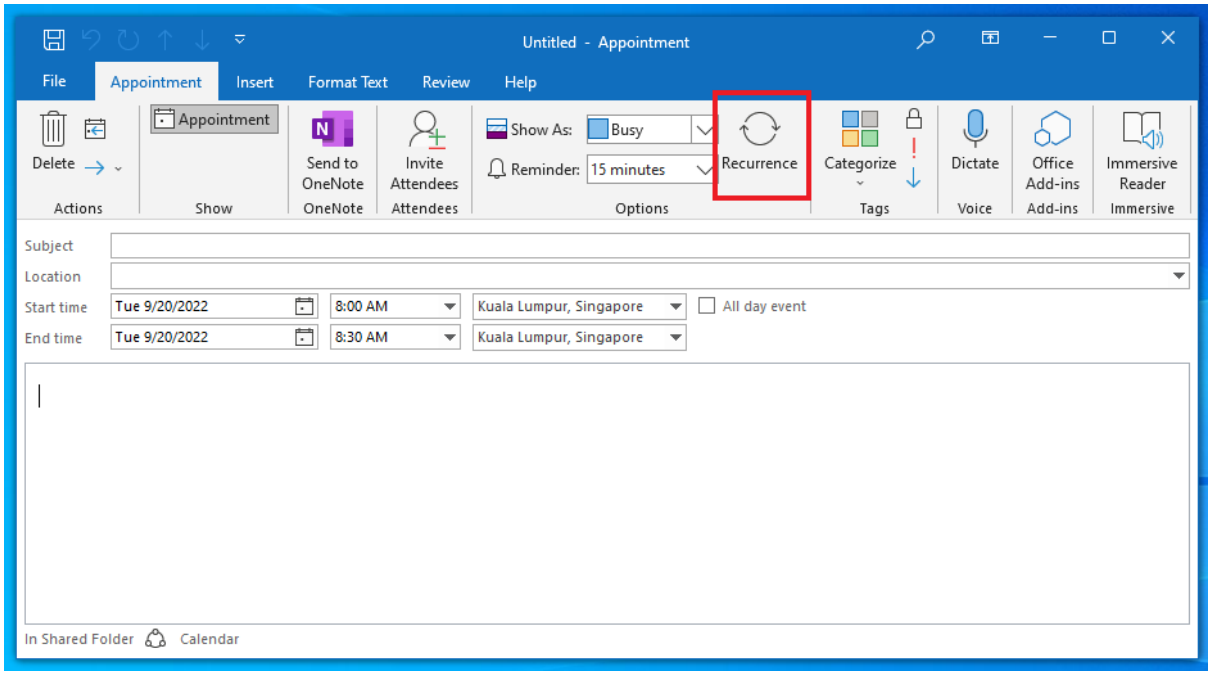
- To invite others to your event, click the **Invite Attendees** button.



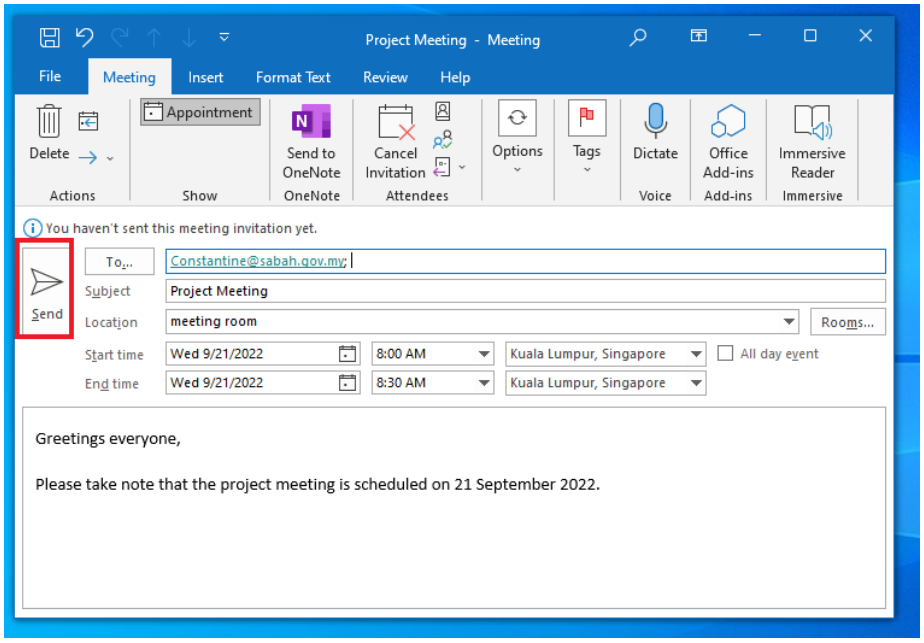
- In the **To..** field, enter the names of those you wish to send invitations to.
  To schedule a resource or location, enter its name in the **Location** field (Example: Meeting Room).
- **TIP: You can also enter the e-mail addresses of non-Exchange users (non Sabah Government staff) to send them an e-mail invitation too. Example *john@penang.gov.my***



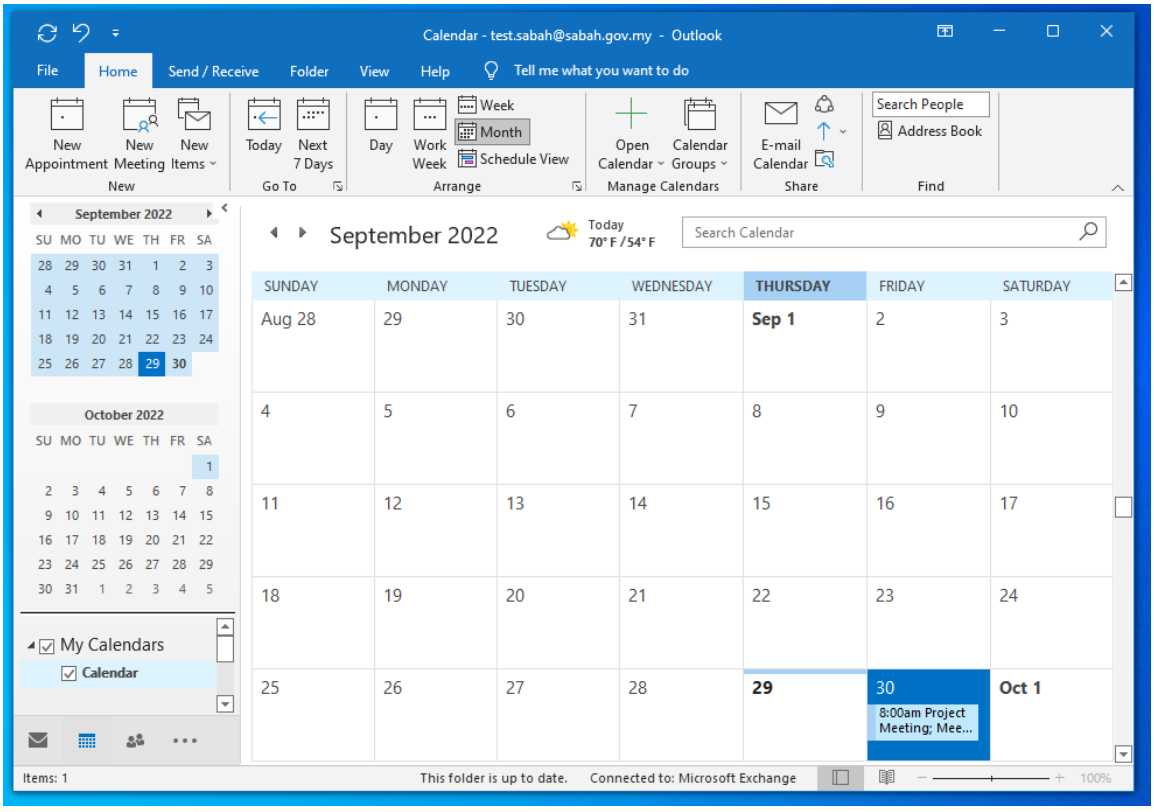
- You can also set a **Recurrence** if you want the event to repeat.



- When you are ready to send your invitation, click the **Send** button



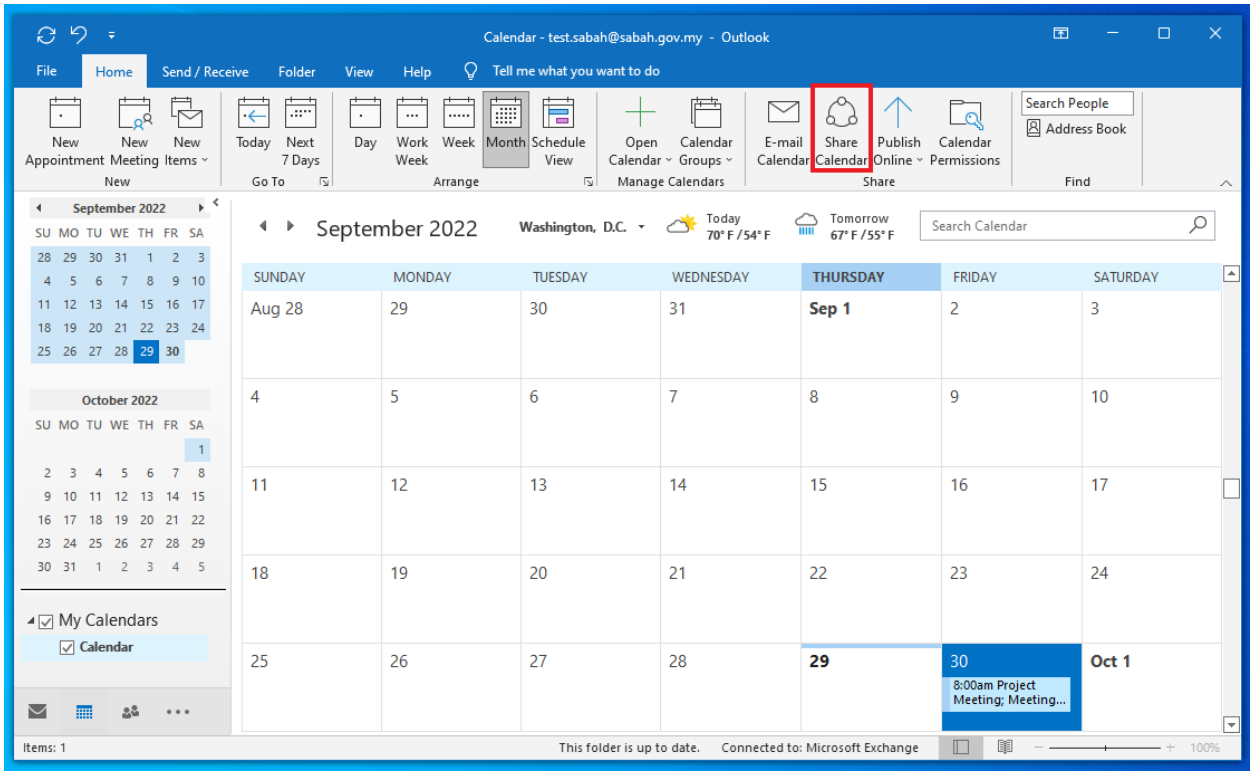
- Your meeting is scheduled and now appears on your calendar. Invitees will receive an invitation in their mailbox



2.1 Share your Calendar from Outlook 2019 and above

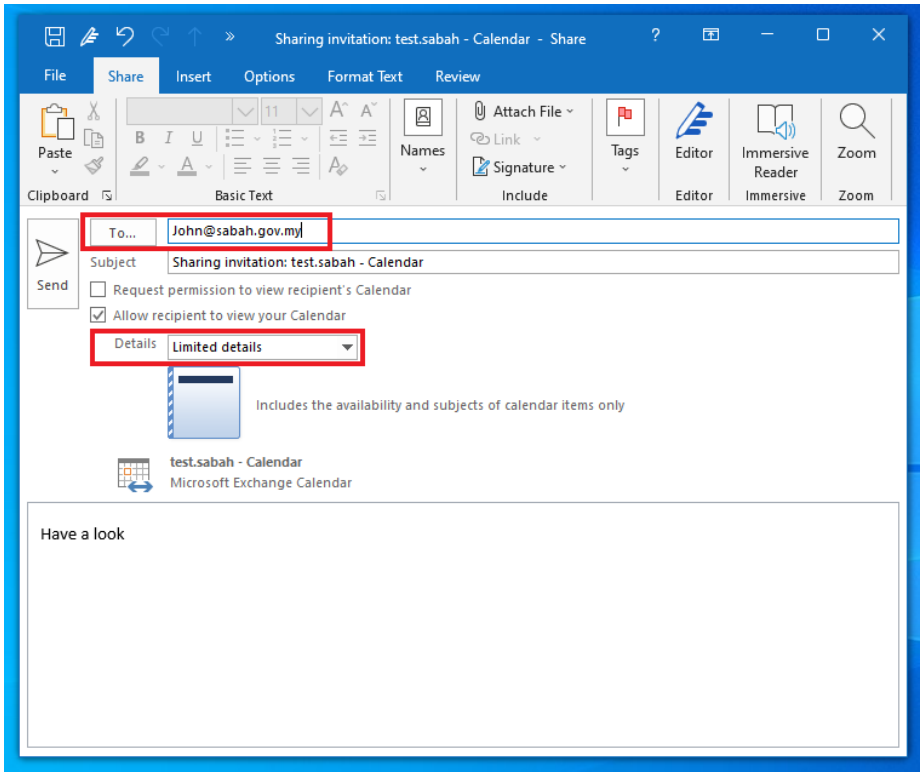
- You can allow your calendar to be seen by others with Exchange. They have to open your calendar on their computers, however to see this

- On your Outlook calendar, click **Share Calendar**.



- In the **To..** fileld, enter the email address of those you wish to share your calendar to.
- In the **Details:** drop down menu, there is several viewing options for the recipient
  - **Availability only:** only your availability is visible to the person you share with
  - **Limited details:** your availability and subjects of calendar items is visible
  - **Full details:** your availability and full details is visible for the recipient

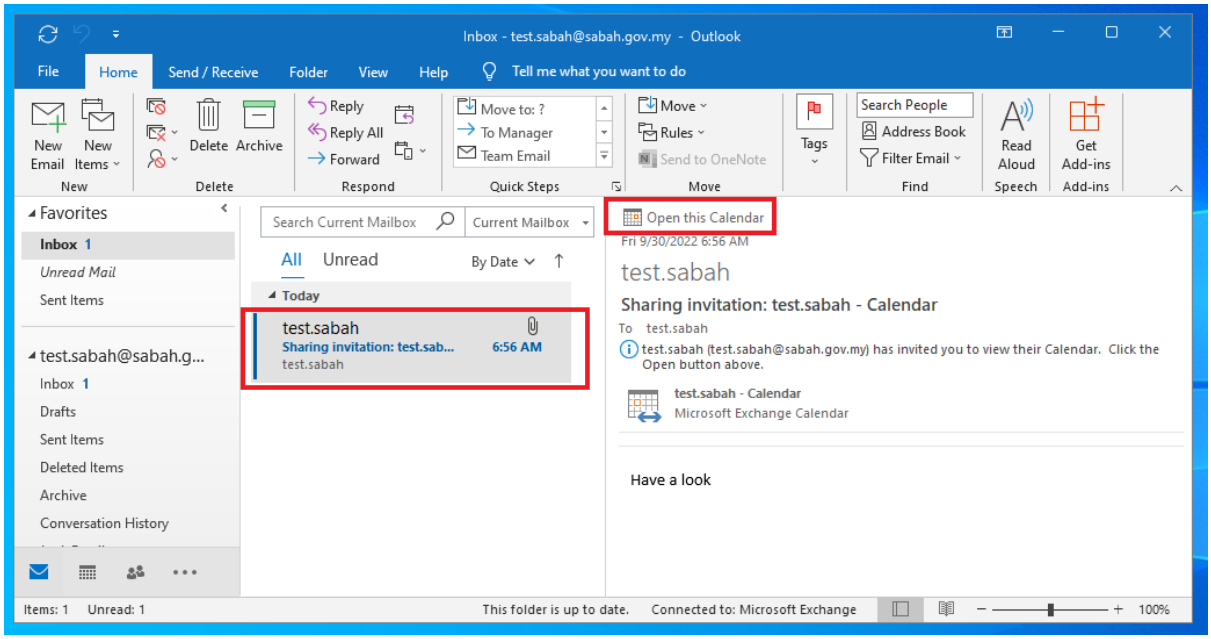
- Click send when all is ready.


Sharing invitation: test.sabah - Calendar - Share
File
Share
Insert
Options
Format Text
Review
Paste
Clipboard
Basic Text
Names
Attach File
Link
Signature
Include
Tags
Editor
Immersive Reader
Zoom
To...
John@sabah.gov.my
Subject
Sharing invitation: test.sabah - Calendar
Send
Request permission to view recipient's Calendar
Allow recipient to view your Calendar
Details
Limited details
Includes the availability and subjects of calendar items only
test.sabah - Calendar
Microsoft Exchange Calendar
Have a look

2.2 Open Shared Calendar from Outlook 2019 and above

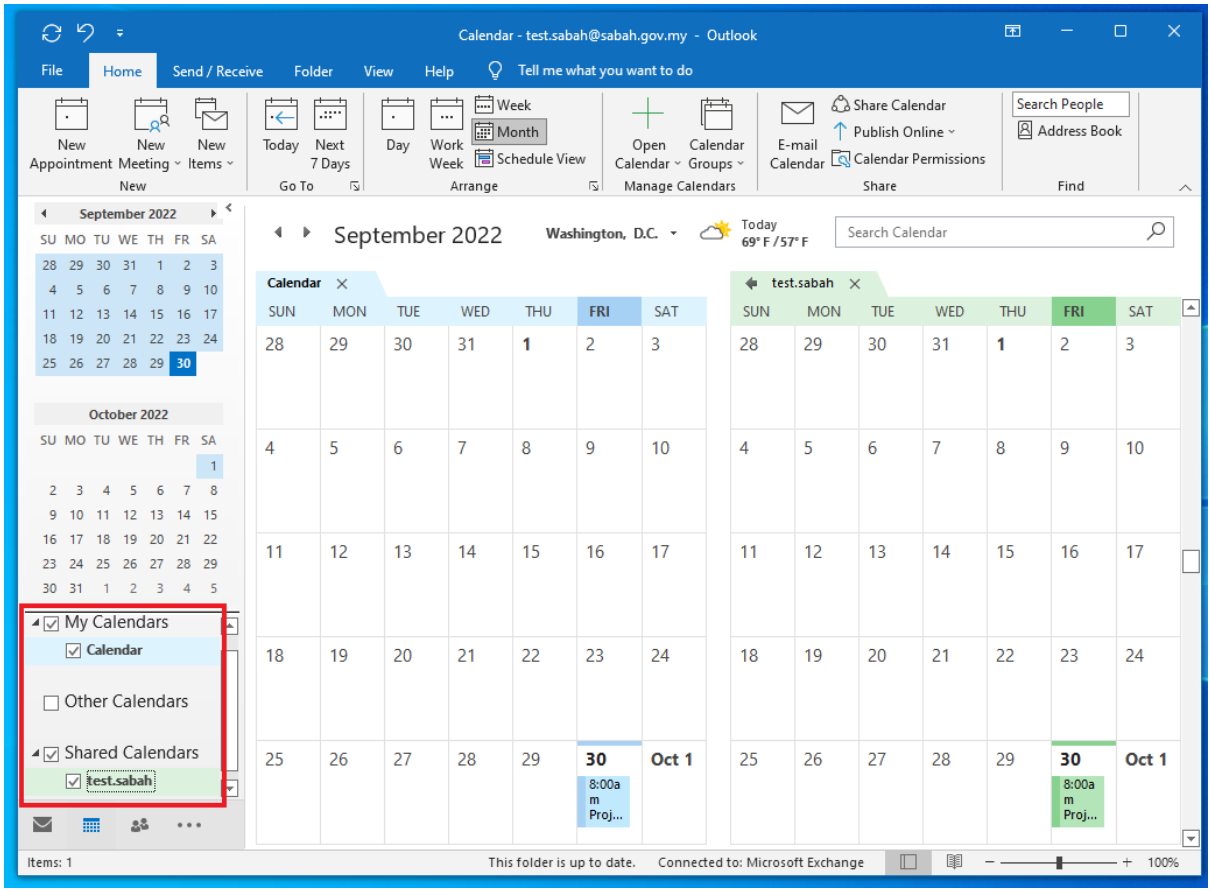
- The person you have shared your calendar will receive an email and have to open the calendar in order to view your calendar

- On your Outlook inbox, select the email from the person that shares their calendar and click Open this Calendar



- Now you are able to view your calendar and the other's side by side

  Tips: you can have multiple calendars added into your shared calendars. The shared calendar will appear at the bottom left and is able to view the shared calendar by tick or untick the shared calendar.



- end -