HawkMail365: Sharing Calendars

To share your calendar:

1. Click Calendar at the top of the screen.

2. Click Share.

3. In the Share with: field, start typing the name or email address of the person with whom you want to share calendars. As you type a name or email address, possible names will be generated or you will be prompted to Search Contacts & Directory.

4. Once you choose a person from the list, you will be asked to choose what this person will be able to see; Availability only, Limited details, or Full details. Choose the appropriate option, modify the subject if desired, and click Send.
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To add and view a shared calendar

1. Click on the Add Calendar button in the email you received.

Robert (Robert@域名.edu) has invited you to view his or her Microsoft Exchange Calendar.

For instructions on how to view shared folders on Exchange, see the following article:

http://go.microsoft.com/fwlink/?LinkId=57561

2. You will be taken to your Calendar, and you will see that person's Calendar displayed with yours but in a different color.
3. You can toggle the shared Calendar by clicking the 'X' next to the shared Calendar's name at the top of the calendar or the '✔' next to the name on the left side of the window.