



How-To Guide

Linking to a Shared Calendar

Last updated: August 2010

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When to link to a Shared Calendar

Folders that have been shared with me but not yet accepted

Show folders shared with me by the following user:

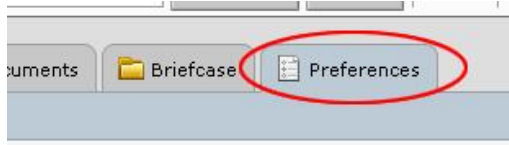
Owner	Item	Type	Role	Actions
Kitty Cat	/Calendar	Calendar	Admin	Accept
Kitty Cat	/Calendar	Calendar	Viewer	Accept
Kitty Cat	/Inbox	Mail Folder	Manager	Accept

With the *Share Discovery* and *Link to a Shared Calendar* options, you can accept a calendar that has been shared to you via a mail list, or if you have accidentally removed a shared calendar and wish to re-mount it without having to ask the calendar owner to resend the share notification message.

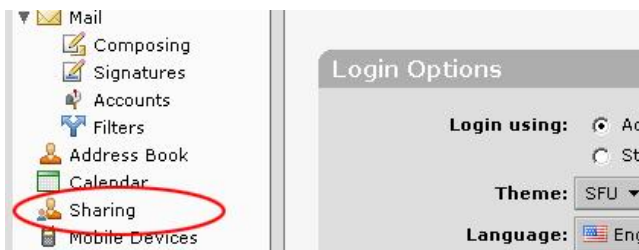
Using Share Discovery

Note: To use Share Discovery, you will need to know the SFU email address of the person who created the share.

1. Navigate to the **Preferences** tab in SFU Connect.



2. Click on **'Sharing'** on the left side menu. It may take several moments to load while the system is retrieving shares created to and from your account.



3. Near the top of the page, for 'Show folders shared with me by the following user', enter the **SFU email address** of the person who created the share. Click **'Find Shares'**.

Show folders shared with me by the following user:

4. A list of shared items from the person will appear. If the person has shared an item to an SFU mail list to which you belong, it will also appear in this list. Click **'Accept'** on an item.

Owner	Item	Type	Role	Actions	With
Emily Bronte	/lil kitty cat	Calendar	Viewer	Accept	Public

5. The 'Accept Share' dialogue will appear. Enter a name and choose a colour for the shared item. Click 'Yes' to finish accepting the share.



6. The shared item should now be linked. If it does not appear, simply refresh your browser.

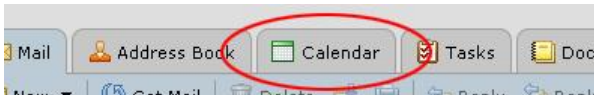
Folders shared with me that I have accepted					
Owner	Item	Type	Role	Folder	With
Emily Bronte	/lil kitty cat	Calendar	Viewer	Emily Bronte's Folder	Public

Manually Linking to a Shared Calendar (from Calendar tab)

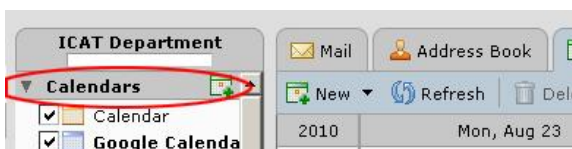
To manually link to a shared calendar, you will need to know:

- The calendar owner's SFU email address
- The shared calendar's name

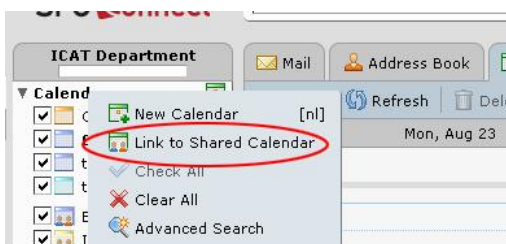
1. Navigate to the Calendar tab in SFU Connect.



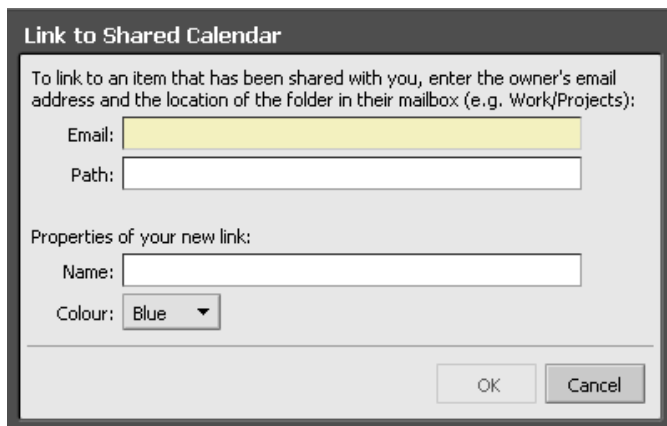
2. Right click on the 'Calendar' header.



3. A menu should appear. Choose 'Link to Shared Calendar'.



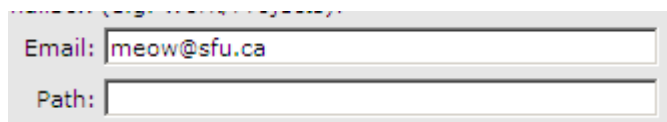
4. The 'Link to Shared Calendar' menu should appear.



The dialog box is titled "Link to Shared Calendar". It contains the following fields and options:

- A text area for "Email:" with a yellow background.
- A text field for "Path:".
- A section titled "Properties of your new link:" containing:
 - A text field for "Name:".
 - A dropdown menu for "Colour:" with "Blue" selected.
- "OK" and "Cancel" buttons at the bottom right.

5. For 'Email', enter the e-mail address of the calendar's owner.



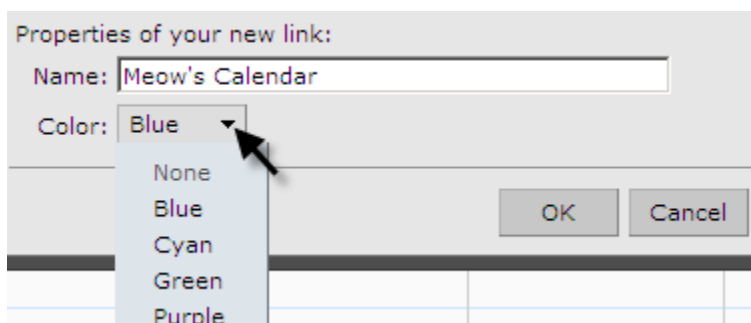
The "Email:" field is now populated with the text "meow@sfu.ca". The "Path:" field remains empty.

6. For 'Path', enter the calendar's name as it appears in the owner's calendar. For example, if the user has shared their default calendar with you (labeled 'Calendar'), type in 'Calendar'.



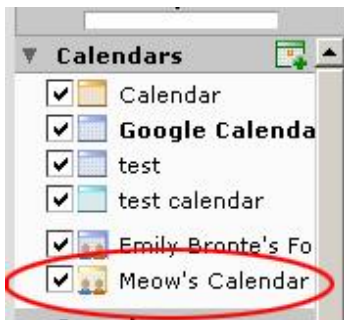
The "Path:" field is now populated with the text "Calendar". The "Email:" field remains "meow@sfu.ca".


7. Note that the 'Name' field is automatically populated based on what you type into 'Path'. You can always change the 'Name' field and also the colour of the calendar. Once you have finished, click 'OK' to create the shared calendar.



The "Name:" field is now populated with "Meow's Calendar". The "Colour:" dropdown menu is open, showing options: None, Blue, Cyan, Green, and Purple. The "Blue" option is selected. The "OK" and "Cancel" buttons are visible at the bottom right.

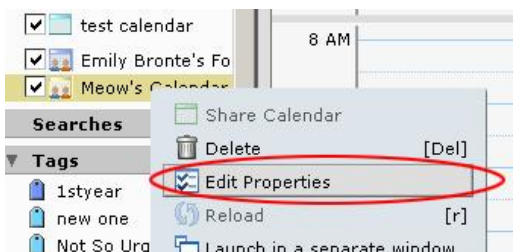
8. The shared calendar will then appear in your list of calendars on the left of the screen.



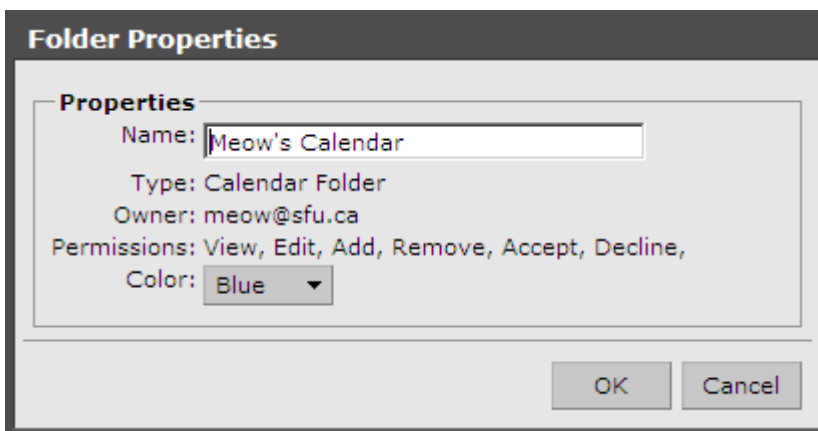
Note that shared calendars have a different icon from calendars created by you. They have an icon with two small figures: 

Checking Access Type

9. If you are unsure of what type of access you have, you can right click on the shared calendar and choose 'Edit Properties'.



10. The properties of the shared calendar will then be displayed.

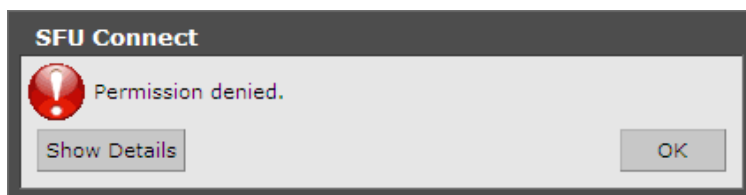


In this example, for 'Permissions', the share recipient is able to View, Edit, Add, Remove, Accept or Decline meetings. You can also change the name of the calendar and the colour in this menu. Click 'OK' once you have finished.

Common Error Messages

When the Calendar Has Not Yet Been Shared

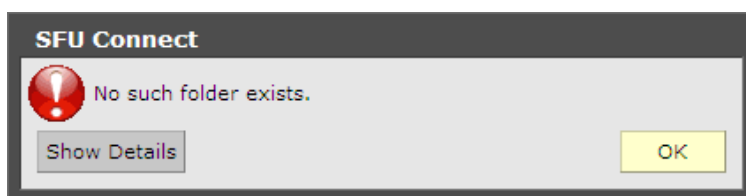
1. If the calendar has not yet been shared with you, the following message will appear.



In this case, please contact the calendar owner to have them initiate the share.

Invalid Calendar Names

2. If an incorrect or invalid calendar name is entered in the 'Name' field, after clicking 'OK', this message will appear.



3. Click 'OK' and re-enter the calendar name. If necessary, please contact the calendar owner to verify the name of the shared calendar.