



SIMON FRASER UNIVERSITY
THINKING OF THE WORLD

SFU Connect Calendar

How-To Guide

Sharing Calendars

Last updated: January 2009

Table of Contents

Creating a Share	3
Share Properties Menu	3
<i>Sharing with Internal Users or Groups</i>	4
<i>Sharing with External Guests (View Only)</i>	5
<i>Creating a Public Share (View Only)</i>	6
Accepting a Share	7

Creating a Share

Share Properties Menu

The **Share Properties** menu allows you to customize your options for sharing your calendar, including:

- User types (Internal, External or Public)
- Role (Viewer, Manager, Admin, None)
- Whether the users can view private appointments
- Message sent to notify users about the share

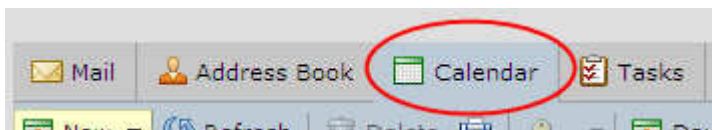
IMPORTANT NOTES:

Giving a share recipient Admin access means that they can re-share the calendar or folder to anyone they wish. **It is highly recommended that calendar and folder owners give Manager access to delegates instead of Admin access.**

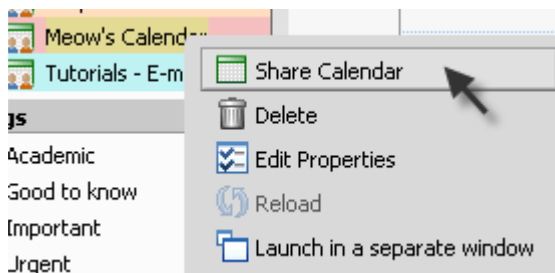
Once a calendar or folder is shared, **any action the share recipient takes on the shared calendar or folder will be reflected on the owner's calendar or folder.** This also applies to deletions of meetings or e-mail messages.

For calendar owners with delegates, see also **How-To Guide: Setting up Filters for Calendar Notifications**

1. Navigate to the Calendar tab in SFU Connect.



2. Right click on the calendar you wish to share. Choose 'Share Calendar' from the menu that appears.



- The Share Properties menu should appear.

Share Properties

Name: Meow's Calendar
Type: Calendar Folder

Share with: ☒ Internal users or groups
☐ External guests (view only)
☐ Public (view only, no password required)

Email:

Role

☐ None None
☒ **Viewer** View
☐ **Manager** View, Edit, Add, Remove, Accept, Decline
☐ **Admin** View, Edit, Add, Remove, Accept, Decline, Administer

☐ Allow user(s) to see my private appointments.

Message

Note: The standard message displays your name, the name of the shared item, permissions you have granted to the recipients, and login information, if necessary.

URL

To allow others to access this item, direct them to this URL:

OK Cancel

Sharing with Internal Users or Groups

- By default, the user type is set to 'Internal users or groups'. This includes all SFU students, staff and faculty members with an '@sfu.ca' e-mail address. You can enter one or more e-mail addresses in the 'Email' field.

☒ Internal users or groups
☐ External guests (view only)
☐ Public (view only, no password required)

Email:
Rudy Kipling <kipling@sfu.ca>

☒ Internal users or groups
☐ External guests (view only)
☐ Public (view only, no password required)

Email:

5. Next, choose a Role for the share recipient(s).

Role

☐ **None** None

☐ **Viewer** View

☒ **Manager** View, Edit, Add, Remove, Accept, Decline

☐ **Admin** View, Edit, Add, Remove, Accept, Decline, Administer

Note: The difference between *Manager* access and *Admin* access is that *Admin* access also enables the share recipient to create shares with other users. Therefore, we do not recommend giving share recipients *Admin* access.

6. If you want your share recipients to see your appointments marked as 'Private', check the 'Allow user(s) to see my private appointments' box:

☐ Allow user(s) to see my private appointments.

For most shares, this box would be left unchecked. Note that checking this box will only allow your share recipients to view your private appointments in this specific calendar; the details of your private appointments will not be visible to anyone else.

7. Select the method in which you would like to notify the share recipient(s). The standard message displays your name, the name of the shared item, permissions you have granted to the recipients, and login information, if necessary.

Message

Send standard message ▼

Do not send mail about this share

Send standard message

Add note to standard message

Compose email in new window

Note: If you choose 'Compose email in new window', a new message window will open for each share recipient after you click 'OK' to confirm the share.

Sharing with External Guests (View Only)

8. Shares with external guests are view only. You may choose to enter a password they will need to enter to access the calendar.

Note: You can only create shares to external guests with *your own* calendars, i.e., your default calendar and calendars created by you.

Share with:

☐ Internal users or groups

☒ External guests (view only)

☐ Public (view only, no password required)

Email:

Password:

9. If you want your share recipients to see your appointments marked as 'Private', check the 'Allow user(s) to see my private appointments' box:

☐ Allow user(s) to see my private appointments.

For most shares, this box would be left unchecked. Note that checking this box will only allow your share recipients to view your private appointments in this specific calendar; the details of your private appointments will not be visible to anyone else.

10. Select the method in which you would like to notify the share recipient(s). The standard message displays your name, the name of the shared item, permissions you have granted to the recipients, and login information, if necessary.

Message

Send standard message ▼

Do not send mail about this share

Send standard message

Add note to standard message

Compose email in new window

Note: If you choose 'Compose email in new window', a new message window will open for each share recipient after you click 'OK' to confirm the share.

Creating a Public Share (View Only)

11. Public shares are view only and do not require passwords. This means that the details of all public meetings on the can then be viewed by anyone. Details of private meetings will still be hidden.

Note: You can only create public shares with *your own* calendars, i.e., your default calendar and calendars created by you.

Share with:

☐ Internal users or groups

☐ External guests (view only)

☒ Public (view only, no password required)

12. Click 'OK' to complete the share. If a person wishes to view the calendar, they can go to the URL specified under the 'URL' and add '.html' at the end of the URL to view a web page.

URL

To allow others to access this item, direct them to this URL:

https://m...

Accepting a Share

13. When someone shares a calendar, they may choose to send you an e-mail message to notify you.

Below is an example of what the message will look like:

✓ Accept Share ✗ Decline Share

Subject: Share Created

▼ Sent By: meow On: 8 December 2008 14:50

To: [redacted]

The following share has been created:

Shared item: Violin Lesson (Calendar Folder)

Owner: Kitty Cat

Grantee: [redacted]

Role: Viewer

Allowed actions: View

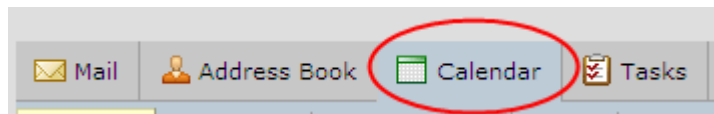
14. Click on the 'Accept Share' button to accept the share. The e-mail message will be placed in your Trash mailbox once you have clicked this button.

✓ Accept Share ✗ Decline Share

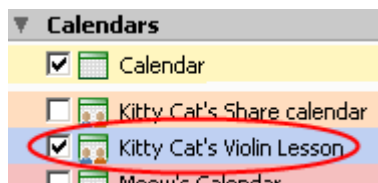
15. A menu should pop up, allowing you to enter a name and choose a colour for the new shared calendar. Click 'Yes' to finish accepting the share.



16. Click on the Calendar tab.



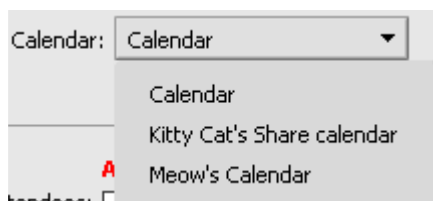
17. Your shared calendar has now been created. You should now see the new shared calendar on the left side of the screen, located under your list of calendars.



Note: Calendars have different icons depending on whether they are shared or created by you.

 = Shared calendar (from another account)  = Calendar originally created in your account

18. The shared calendar will appear in the list of destination calendars when creating a new meeting.



For calendar owners with delegates, see the **How-To Guide: Setting up Filters for Calendar Notifications**