Calendar Sharing

To let someone else manage your calendar using Google Apps Sync for Microsoft Outlook®:

1. Sign in to your Google Calendar interface and share your calendar with your delegate. When doing so, grant *the delegate permission to* **Make changes to events**. *(See* **Step 1: Share your calendar with specific users** *below.)*

2. Your delegate must then add your account to their own Google Apps profile in Outlook. If you're granting that person access only to your calendar and not to your mail, the delegate must also add you as a sender in their Gmail settings (follow the link in this step for details).

   The delegate can now use their own profile to create events and respond to invitations in your calendar. Invitations the delegate sends from your primary calendar (as opposed to other calendars you own) show you as the organizer in Outlook.

Notes:

- **Showing you as organizer applies only for your primary calendar:** You can share any of your calendars with a delegate, who can then manage events on that calendar. But invitations appear as sent by you for your *primary* calendar, only. For other calendars, invitations from the delegate appear to come directly from the delegate.
- **Can't hide private events from delegate:** Marking a calendar event as private in Outlook does *not* hide the event from your delegate. Unlike with Microsoft® Exchange, you can't hide private events from anyone who has permissions to make changes to your calendar.

Step 1: Share your calendar with specific users

Calendar sharing for JagMail users whether they are accessing their accounts through JagMail Web View or Outlook using Google Apps Sync is initiated from JagMail Web View. To share your calendar with specific users, follow the steps below. The same steps allow you to share your calendar with individuals who view your calendar using Outlook.
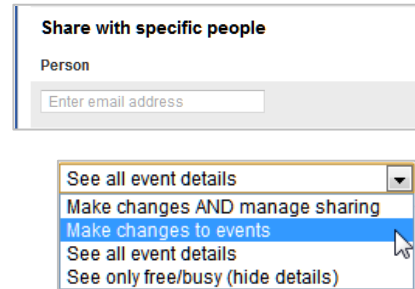
1. Sign into your JagMail Web View account and switch to your calendars view.
2. In the calendar list on the left side of the page, click the down-arrow button next to a calendar, then select **Share this calendar**.
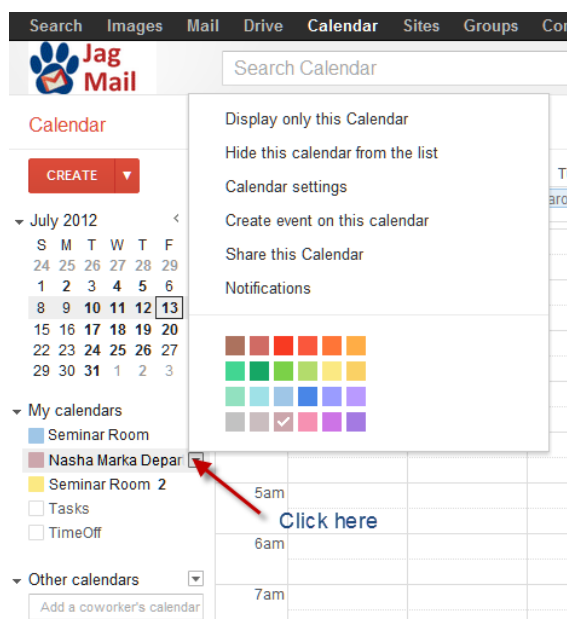
(Alternatively, click the **Settings** link at the bottom of the calendar list, then select a calendar and click the **Share this calendar** link.)

3. Enter the email address of the person you want to share your calendar with.

Share with specific people

Person

Enter email address

4. From the drop-down menu, select a level of permission, then click **Add**. (Once you click **Add**, the person you selected to share the calendar with will receive an email invitation to view your calendar.)

See all event details
Make changes AND manage sharing
Make changes to events
See all event details
See only free/busy (hide details)

You can currently share your calendar with up to 75 users per day. If you'd like to share your calendars with more users, please wait 24 hours before trying again.

If you're having trouble sharing your calendar, remove the shared person from your calendar settings and share your calendar again to resolve the problem.
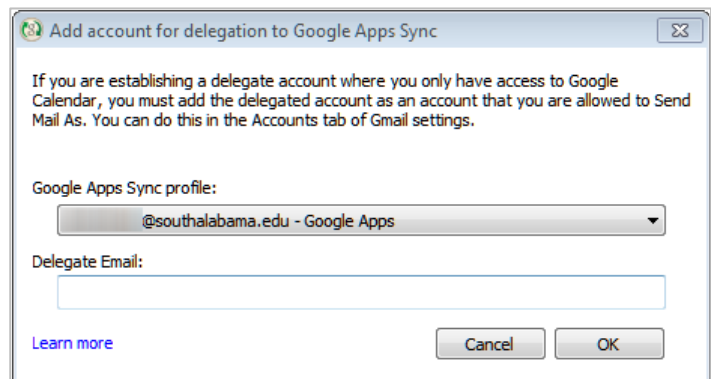
Step 2: Option 1 – Add Shared Calendar to your JagMail Web View

Once someone grants access to a calendar from their JagMail account, the delegated user does not need to take any action in order to see the calendar in their JabMail Web View. They will receive an email message stating, "We have automatically added this calendar to your Google Calendar account. You can hide or completely remove this calendar at any time."

Step 2: Option 2 -- Add Shared Calendar to your Google Apps Profile

Once someone grants access to a calendar from their JagMail account, the delegated Outlook user must be sure that they have added the calendar owner to their Google Apps Sync profile. If you have not already added the calendar owner to your Google Apps Sync profile, follow these steps:

1. Go to the **Windows Start menu**, open **All Programs**, and choose **Google Apps Sync** > **Add account for delegation**.
2. From the dialog, choose your **Google Apps profile** (if more than one Outlook profile is available). Then enter your manager's **Email** *primary* address (don't use an alias).

Add account for delegation to Google Apps Sync

If you are establishing a delegate account where you only have access to Google Calendar, you must add the delegated account as an account that you are allowed to Send Mail As. You can do this in the Accounts tab of Gmail settings.

Google Apps Sync profile:

@southalabama.edu - Google Apps

Delegate Email:

Learn more   Cancel   OK

Once the profile is up to date, the calendar will appear the next time Outlook is opened. If Outlook is currently running, exit your account and log in again.