
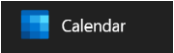
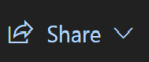
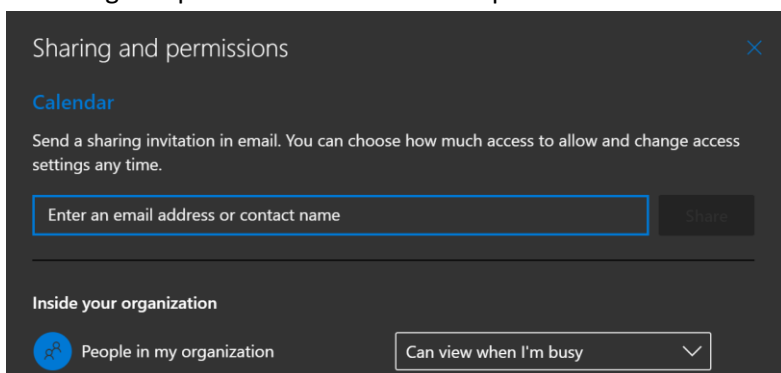
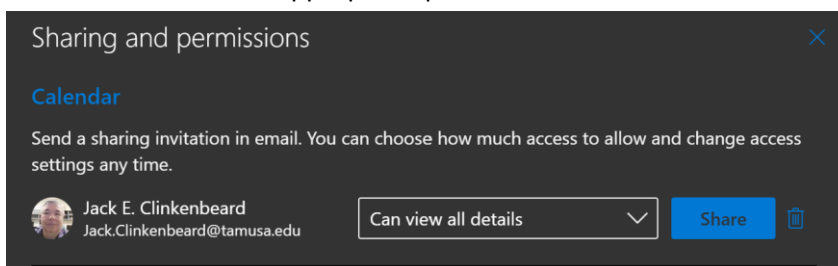


Sharing and Accessing calendars from secondary mailbox

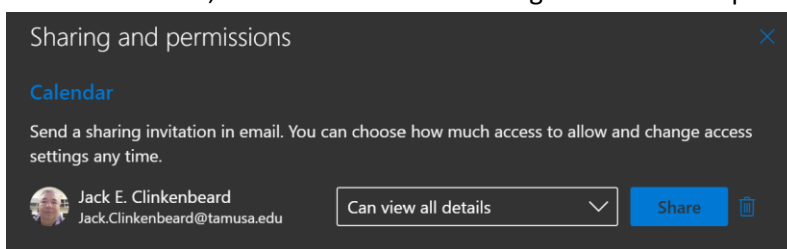
1. Open browser
2. Go to www.tamusa.edu > FACULTY & STAFF > WebMail
3. Log onto WebMail using your standard Jaguar credentials (username@tamusa.edu)
4. Click on App Launcher (the nine dots to the left of campus logo) 
5. Select Calendar 
6. Top right of calendar, click on Share 
7. Select name of calendar you want to share
8. A Sharing and permissions window will open



- a. **To add users**, enter their name and select from search
- b. On right use down arrow to select appropriate permissions



- c. Click Share
- d. **To remove users**, click on trash can to the right of name and permission



9. After permissions are granted, contact affected user and provide following information on how to access the calendar:
 - a. In Outlook Client:

- i. Go to view calendar
 - ii. On ribbon go to Home Tab > Open Calendar > From AddressBook
 - iii. Search correct name of email
 - iv. Click "Calendar>"
 - v. Click Ok
- b. The calendar will open and add it under Shared Calendars on navigation tree
- c. In WebMail:
 - i. The new calendar will automatically appear on the list of calendars on navigation tree