Log onto the Staff Portal and click the **Staff Mail** link

1. Select **Calendar** from your navigation bar
2. Select **Share**
3. Enter the **name** of the person you would like to share your calendar with.
4. Select how much information you want to share.
   - **Full details** allows that person see all the information about events on your calendar, except events that you’ve marked as Private.
   - **Limited details** will show the subject and location, except events that you’ve marked as Private.
   - **Availability only** shows only that you have an event at a particular time, but no other details. Private events will always show only as busy.
   - **Editor** gives permission for the person to edit your calendar
   - **Delegate** gives permission for that person to send and respond to meeting requests on your behalf. You may still protect private appointments.
5. The subject will default, this can be changed if needed
If you have more than one calendar, you just choose the one to share. Your calendar is the default (Calendar), but you can share any calendar that’s part of your mailbox.

6. Select **Send** to confirm the invitation or **Discard** to cancel

The **recipient must also act** to add your calendar to their calendar view.

### Adding another person’s calendar (Recipient)

When you received an invitation to share someone else’s calendar, select the **link** in the invitation to add their calendar to your calendar view.

1. Right Click on **Other Calendars**.

You can also go to Calendar to add other people’s calendars to your view.

2. Select **Open calendar**.

3. Enter the **name** or DECuserID of the person who’s calendar you would like to see in the **From Directory** field.

4. Select **Open**.
The other person’s calendar will now display under other calendars. You can rename, remove or change the default colour by right clicking on the calendar name.

If the other person has not shared their calendar with you see availability only level details around fee, busy or tentatively booked. You will not see any details unless the other person gives you permission.

**Change calendar sharing permissions**

Permissions can be changed, once you’ve set them, or revoked completely.

1. Right Click on Calendar
2. Select permissions

3. Select the level of permission you want the other person to have
1. **Full details** allows that person see all the information about events on your calendar, except events that you’ve marked as Private.

2. **Limited details** will show the subject and location, except events that you’ve marked as Private.

3. **Availability only** shows only that you have an event at a particular time, but no other details. Private events will always show only as busy.

4. **Editor** will give people inside your organization permission to edit your calendar.

5. **Delegate** gives someone permission to send and respond to meeting requests on your behalf.

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**Stop sharing** your calendar with a **person**

4. Select the **delete icon** ¥

**Stop sharing** your calendar **publicly**

5. Select **Not shared** on the Public calendar.

6. Select **Save** or **Discard**