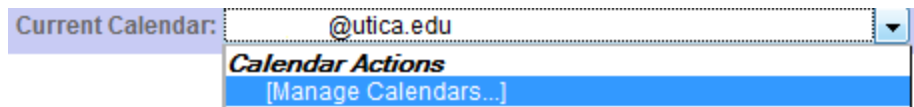


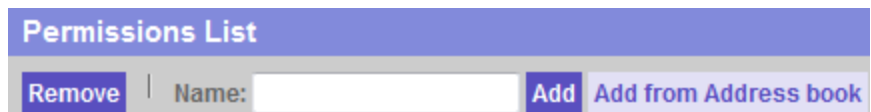
Sharing using the UC Calendar system

To share your folder to another person:

- Open <http://mail.utica.edu> and login.
- Click on the *Calendar* tab.
- Click on the drop down menu on the right.
- Choose *Manage Calendars*.
- Click the *Edit* button next to the calendar in the list you wish to share.



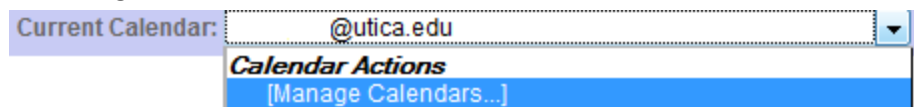
- A new window will come up with various calendar options. Click on the link at the top labeled “Share This Calendar with Specific Users”.
- Enter the username of the person you’d like to share your calendar with and press Add.
- If you don’t know the person’s username, press the Add from Address book option and the system will allow you to search for their name.
- The user will be added to the list just below the Add button.
- Set what the shared user will be able to do to your calendar using the check boxes. Typically others are given only Read access, but if you want others to be able to add to or modify your calendar you could check those boxes as appropriate.



- Be sure to click the Save button at the bottom of the window to save the changes you have made.

To have another person access a calendar you have shared:

- Open <http://mail.utica.edu> and login.
- Click on the *Calendar* tab.
- Click on the drop down menu on the right.
- Choose *Manage Calendars*.



- Click the **Subscribe...** button.
- Enter a username in the Search field to look for calendar you can subscribe to.
- Check the box next to the result you want to subscribe to and click on the “Subscribe to Calendar” button at the of the page.
- This person’s calendar will now appear in the drop down list under **Subscribed Calendars** and you will be able to select it from the list to view and modify as permitted.

