

# Using Public Calendars in Outlook & OWA

XAVIER UNIVERSITY | DISCOVERY SERVICES



## Creating a Public Calendar

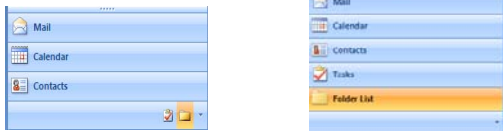
To create a new public calendar, a Xavier faculty or staff member must submit the request using the “Public Calendar Request Form”. This web form is can be found at [www.xavier.edu/ds/forms/public-folder-request.cfm](http://www.xavier.edu/ds/forms/public-folder-request.cfm).

## Changing Permissions

Once the public calendar has been created, the owner(s) can modify the permissions at an individual user level by accessing the calendar **through the Outlook client**.

To access a public calendar using the Outlook client:

1. Click on the **Folder List** button or bar in the Navigation Pane. If you don't see the **Folder List** button or bar, then....



- Click on the **Tools** menu and select **Options** from the drop-down list.
  - Click on the **Other** tab at the top of the dialog box.
  - In the **Outlook Panes** section, click on the **Navigation Pane** button.
  - Click on the **Folder List** box in the **Navigation Pane Options** list to select it.
  - Click the **OK** button to save your change and close the **Navigation Pane Options** dialog box.
  - Click the **OK** button to close the **Options** dialog box.
2. Scroll down to the **Public Folders** at the end of the **Folder List**.
  3. Double-click the **Public Folders**, then **All Public Folders**, then **Xavier University—Calendars**. Your public calendar should be displayed in this list.
  4. You can change the permissions for any calendars for which you are an owner. To do so:
    - Right-click on the calendar in the list.
    - Click on the **Change Sharing Permissions** option in the drop-down list.
    - To add permissions for an individual who currently does not have any access rights at all....
      - ◆ Click on the **Add** button.
      - ◆ Select the desired individual(s) from the address lists.
      - ◆ Once you have selected all the users, click on **OK**.
      - ◆ The users you have selected will now appear in the Permissions list, but they most likely will all have their permissions set to “**None**”. To change their permissions for that calendar, select the user from the Permissions list, select the desired **Permission Level** from the drop-down list. Notice that as you select different options from the list, the rights settings change in the fields below the Permission Level list.
    - Clicking on the **Apply** button will save your changes and keep you in the **Calendar Properties** dialog box. Clicking on the **OK** button will save your changes and close the dialog box.



**NOTE:** You may find that there are Permissions already set for “Default” and “Anonymous” users. Make sure that there are not permissions set for these two user groups that will give people access rights to your calendar that you do not want them to have.

## Accessing Public Calendars in Outlook

To access public folders the full client version of Outlook:

1. Click on the **Folder List** bar at the bottom of the Navigation Pane.
2. Scroll down to the **Public Folders** folder towards the bottom of the folder list.
3. If necessary, click on the + sign to expand the Public Folders file. → **Public Folders**
4. Click on the + sign to expand the “**All Public Folders**” folder.
5. Click on the + sign to expand the “**Xavier University - Calendars**” folder.
6. Click on the desired public calendar from the public calendar list.

## Editing a Public Calendar in Outlook

Once you access a public calendar from the Outlook client (as instructed above), you can edit it based on your Sharing Permissions just as you edit your other calendars. This includes inviting others to attend meetings and events.

## Accessing Public Calendars in OWA

To access public calendars in OWA....

1. Click on the **Public Folders** bar at the bottom of the Navigation Pane.
2. If necessary, click on the + sign to expand the Public Folders file.
3. Click on the + sign to expand the “**Xavier University - Calendars**” folder.
4. Click on the desired public calendar from the public calendar list.

## Editing a Public Calendar in OWA

There is one significant distinction between editing public calendar entries from OWA instead of using the Outlook client....

**Meetings and events cannot be scheduled from OWA.**

In Outlook and Outlook Web Access, an **appointment** is only placed on the calendar of the person who creates it. Once another person is invited to that appointment, it becomes a **meeting** or an **event**. Although any user with sufficient sharing permissions can **create, change, or delete** appointments from OWA, other users cannot be invited to those appointments except by using the Outlook client.