FAQ (UGAMail Calendar)

Can everyone see my calendar?

Only individuals within UGA can see your calendar. By default, they may only view your free and busy times; detailed information, such as subject, location, attendees, etc. is not visible.

• This can be changed through Outlook 2007-2013 and OWA (modify the permission settings for Default).
  • Please see the article “Change Default Calendar Access rights.”
• This does not apply to individuals with FERPA restrictions, who are invisible in the Global Address List.

Can I have more than just one calendar?

• Yes, it is possible to have multiple, sharable calendars.

How can I manage someone else’s UGAMail Calendar?

• Please see the Sharing a Calendar section.

How do I request a resource account?

• Use the form available here: Calendar Resource Request

Are there any differences between student and faculty/staff calendars?

• There are no differences between student and faculty/staff calendars. With the proper permissions, faculty and staff members will be able to schedule meetings with students, while students will now be able to schedule resources.

I cannot find someone in the Global Address List. How can I share my calendar with them?

Individuals not found in the Global Address List (GAL) have restricted their information, likely due to FERPA.

• Enter their full UGA email address instead of their first and last name when prompted.

I cannot be found in the Global Address List. How do I fix this?

All faculty and staff members should be listed in the GAL, unless as students they added a FERPA restriction through Athena. You should appear in the GAL the day after removing the restriction. If not, please Contact the EITS Help Desk.

How do I create a repeating/recurring meeting?

• In UGAMail Webmail (OWA), click on the fourth icon at the top of the New Appointment window (the two black circular arrows).
• In Microsoft Outlook 2007-2013, look for the “Recurrence” button in the Options subsection.
of the Appointment Tab in the New Appointment window.

My calendar in Outlook is not showing the latest entries, but I can see them on the web. What is happening?

Your Outlook profile likely has become corrupt. Please Contact the EITS Help Desk for assistance in creating a new profile.