Using UGAMail Calendar

Calendar Sharing and Delegation

Calendar Sharing

- Outlook on the Web (OWA)
  - Share your calendar in Outlook on the web for business
- Outlook for Windows
  - Share an Outlook calendar with other people
- Outlook for Macintosh
  - Share your calendar in Outlook 2016 for Mac

Calendar Delegation

- Outlook on the Web (OWA)
  - Calendar delegation in Outlook on the web for business
  - Manage someone else’s calendar in Outlook on the web
- Outlook for Windows
  - Allow someone else to manage your mail and calendar
  - Manage another person’s mail and calendar items
- Outlook for Macintosh
  - Add and manage delegates in Outlook 2016 for Mac
  - Options for sharing and delegating folders in Outlook 2016 for Mac

Opening a Shared Calendar

- Outlook for Windows
  - Open another person’s Exchange Calendar
- Outlook for Macintosh
  - Open a shared Exchange calendar in Outlook 2016 for Mac

Sending a Sharing Invitation

- Outlook for Windows
  - Share an Outlook calendar with other people

Meetings and Appointments

Creating a Meeting

- Outlook for Windows
  - Schedule a meeting with other people
- Outlook for Macintosh
  - Create a meeting or appointment in Outlook 2016 for Mac

Responding to Meeting Requests

- Outlook for Windows
  - Respond to an email message with a meeting request
  - Propose, accept, or decline a new meeting time
- Outlook for Macintosh
  - Accept or decline a new meeting proposal in Outlook 2016 for Mac

Calendar Management

Viewing & Organizing Multiple Calendars

- Outlook for Windows
• View multiple calendars at the same time

Opening an Internet Calendar

• Outlook on the Web (OWA)
  • Open an Internet calendar in Outlook Web App