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