

Re: outlook calendar issue

Source:

<http://www.tech-archive.net/Archive/Windows/microsoft.public.windows.server.sbs/2005-06/msg00939.html>

- *From:* Mike Teegarden <miket@xxxxxxxxxxxxx>
 - *Date:* Fri, 03 Jun 2005 07:16:51 -0700
-

On a client machine in Outlook 2003, I have made my main calendar available to others by selecting "share my calendar." Some clients can see it, but others cannot.

Brandy Nee [MSFT] wrote:

Hello Mike,

Thank you for posting to the SBS Newsgroup.

Thanks for Lanwench's input!

From your post, I understand that your issue is some of your clients cannot view Shared Calendar in their personal Outlook. If I have misunderstood your issue, please let me know.

According to the information you provided, I am not quite sure if this is a server side or client side issue. Please understand that we mainly focus on SBS related and server side issues in this Newsgroup. If we identify the problem to be a client side issue (if only a specific users or clients are having the issue) you will be asked to post in the microsoft.private.directaccess.outlook-exchangeclient Newsgroup so that our dedicated client product support professional can help you in a more timely and efficient manner.

Regarding this issue, please help to collect the following information for research:

1. What is the exact error message when the users fail to open the shared calendar? You can capture a screen shoot of the error message, or paste the full content of the error message to the Newsgroup.

Re: outlook calendar issue

2. Do you share the calendar in Public Folder or share a user's calendar?

3. What is the Outlook version does the problematic clients use?

4. To share calendar in Outlook 2003, you should do the following steps:
 - 1) In Calendar, in the Navigation Pane, click the "Share My Calendar" link.

 - 2) If you want to allow anyone to access your Calendar:
 - a) In the Name box, click Default.

 - b) Under Permissions, in the Permission Level list, click the permission level that you want. You can create custom permissions by selecting the check boxes and options under Permissions.

 - 3) If you only want some users to access your Calendar:
 - a) Click Add.

 - b) In the Add Users dialog box, in the Type Name or Select from List box, enter the name of the person whom you want to grant sharing permissions to.

 - c) Under Add Users, click Add, and then click OK.

 - d) In the Name box, click the name of the person you just added.

 - e) Under Permissions, in the Permission Level list, click the permission level that you want. You can create custom permissions by selecting the check boxes and options under Permissions.

Re: outlook calendar issue

[Note]: If you select the Private check box on a Calendar item, do not grant Read permission to your Calendar folder to anyone whom you do not want to see private items. A person who is granted Read permission to access your folders could use programmatic methods or other e-mail applications to view the details in a private item.

For information regarding Outlook permissions, you can refer to Outlook 2003 Help and search for "Folder Permissions"

To open the shared calendar on another Outlook 2003 computer:

- 1) In Calendar, click Open a Shared Calendar.

- 2) To select another person's name from the address book, click Name or type the name in the Name box.

- 3) The new calendar will appear to the side of any calendar already in the view.

Hope this information helps. If anything unclear or you have any concerns, please feel free to post back. I am looking forward to hearing from you soon.

Best regards,

Brandy Nee

Microsoft CSS Online Newsgroup Support

Get Secure! - www.microsoft.com/security

=====
When responding to posts, please "Reply to Group" via your newsreader so that others may learn and benefit from your issue.
=====

This posting is provided "AS IS" with no warranties, and confers no rights.

Re: outlook calendar issue