How to share an Exchange Online calendar with colleagues using Exchange On-Premise

Before you start: *If you have never done so, sync your UIS Password to the Blue Active Directory by running through the Change Password procedure using the UIS Password Management app at* **password.csx.cam.ac.uk**. *You can keep using your current password – the important part is that you run through the process one time only in order to trigger the sync with Blue, and then onwards to Azure, Microsoft's Active Directory which ultimately controls your access to Exchange Online services.* **It may take up to 3 hours for your password to sync to Azure. You can't complete the Exchange Online configuration until your UIS Password has synced with Azure**, *and will get error messages when you try to log in. These errors will stop once your password has synced.*

You can share your Exchange Online calendar with people still using Exchange On-Premise [eg staff still using the ACN's Exchange service] by sending an email to them with calendar information.
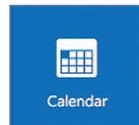
This documentation is specifically for Outlook 2010, but it should also work for any mail client that supports the *.ics* calendar format:

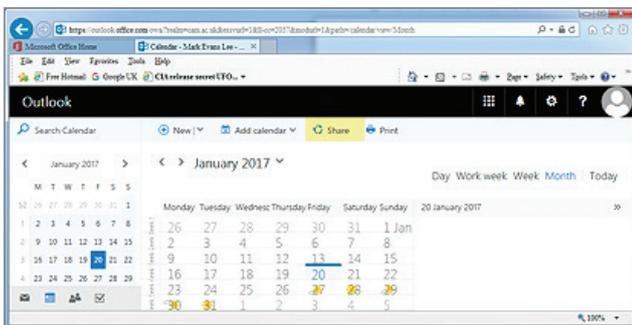## A. How to send an invitation to share your Exchange Online Calendar

1. In a browser, go to: **https://portal.office.com**

   Sign in to your University Microsoft account with your *CRSid@cam.ac.uk* and *UIS Password*.
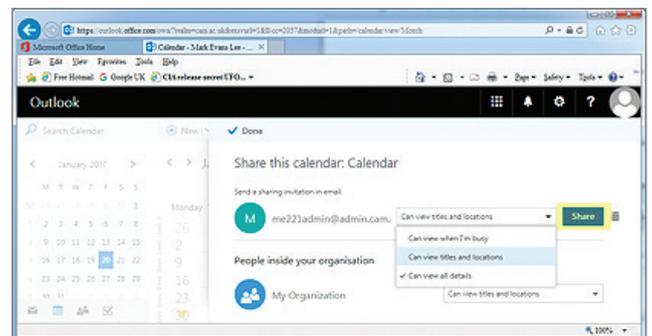
2. Click the **Calendar** tile:

3. Click the **Share** button:

4. Enter the email address of the person you wish to share your calendar with, select the level of access you wish to grant from the drop-down menu, and click the **Share** button.

5. The person you are sharing your Calendar with will then receive an email and they will use this to add your Calendar to their mail client.

   You can update or delete the access at any time by coming back to this *Share* page and editing the entries for people sharing your Calendar.
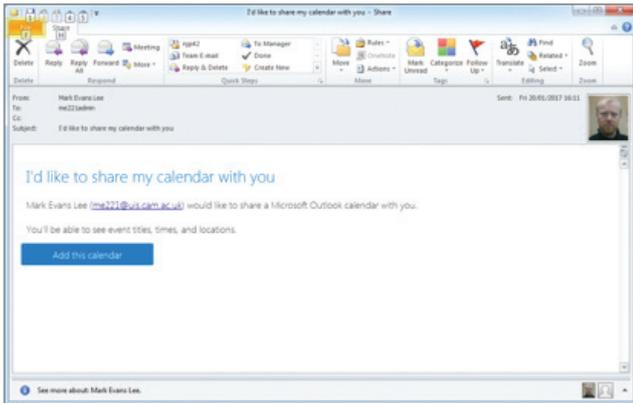
B. What to do when you receive an invitation to a shared Calendar

1. You will receive an email with the subject:
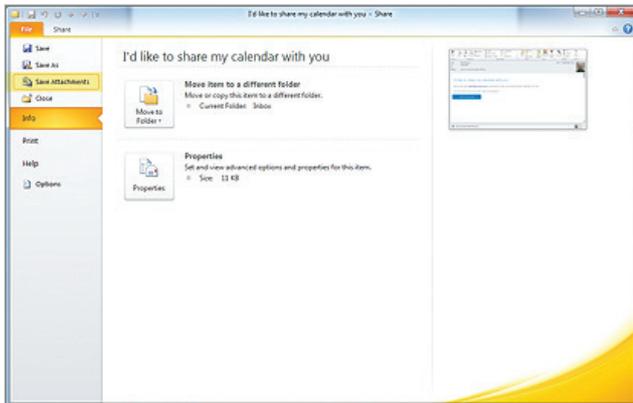   *I'd like to share my calendar with you*.

2. Open the email.
   DO NOT click the big blue button!
   It won't automatically connect the Calendar to your mail account.
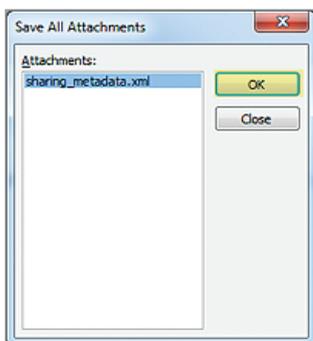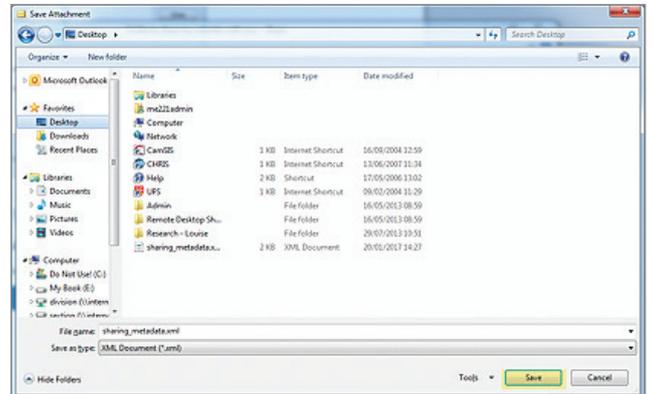
   Instead, click the **File** tab:

3. Click the **Save Attachments** button:

4. Assuming the attachments' list shows *sharing_ metadata.xml* as the only attachment, click **OK**:

5. Select a location to save the attachment where you can locate it later, e.g. the Desktop, and click **Save**:

6. Close any open emails to return to the *Outlook* Inbox and minimise *Outlook*.

7. Locate the saved attachment and open it. Double-clicking on it will cause it to open directly into a web browser; you can open it with *Notepad*, or any text editor.

8. In the opened file, there are a number of URLs.

   The URL you need should start ***https://outlook.office365.com/owa/calendar/*** and end with ***/reachcalendar.ics***.
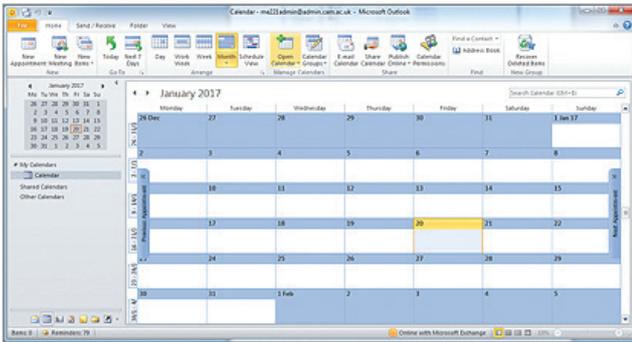
   Highlight the whole URL and copy it to the clipboard [CTRL+C].
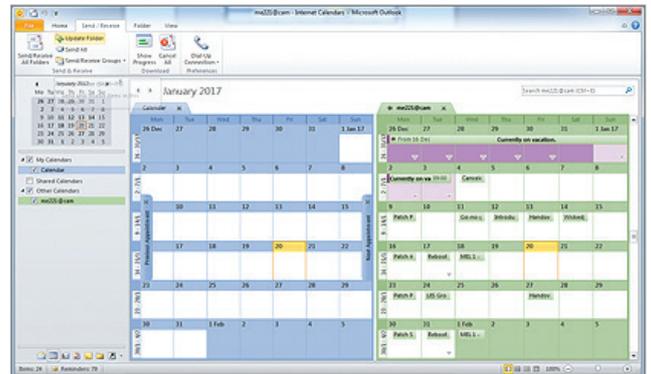

9. Maximise *Outlook*.
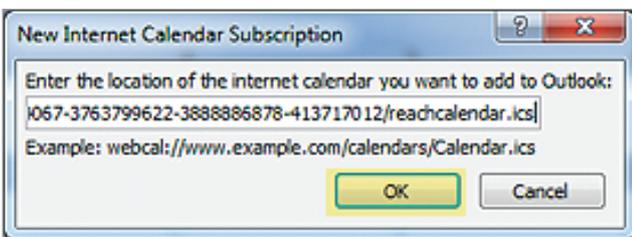
10. Switch to the **Outlook Calendar** view.

11. Click the **Open Calendar** button on the Ribbon and select **From Internet** from the drop-down menu:

12. Paste the URL from step 8 into the location field [CTRL+V], then click the **OK** button:

13. Click the **Yes** button to add the Calendar to *Outlook*:

14. The Calendar will appear in the list of Calendars on the left-hand side of the screen in *Outlook*.

    If you wish, you can rename it by right-clicking on the Calendar and selecting **Rename Calendar** from the drop-down menu.
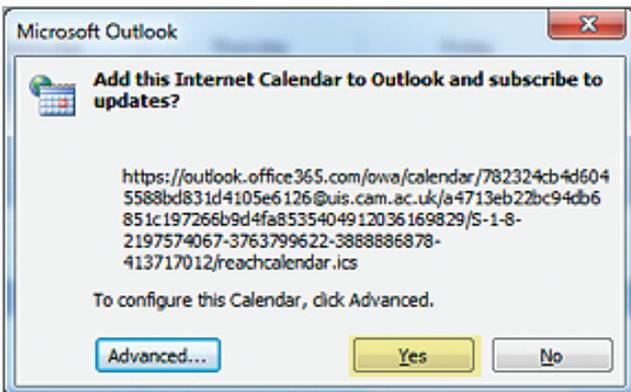
15. This shared Calendar will update automatically, but there is a delay. You can manually force an update by clicking the **Update Folder** button on the *Send/Receive* tab