UNIT 6: EMAIL MESSAGING (Intermidiate)

SESSION 4: SHARE A CALENDAR

You can also share your calendar with someone else by sending the calendar to the concerned person's email id. Sharing your calendar helps to share various segments of your time-centric life with your spouse, family, and others. You are able to receive time-centric news and updates from trusted providers. Calendar sharing is the last frontier for true collaboration and social networking. Moreover, you can create calendar folders and choose specific folders to share. For example, you can create a calendar folder for a particular project and share it with your co-workers. You can also grant them permission to modify the events and appointments in the calendar.

 In this chapter, you will learn to share a copy of your calendar in an email messaging using email server. The calendar will be uploaded to the mail server and can be accessed by others using their email id
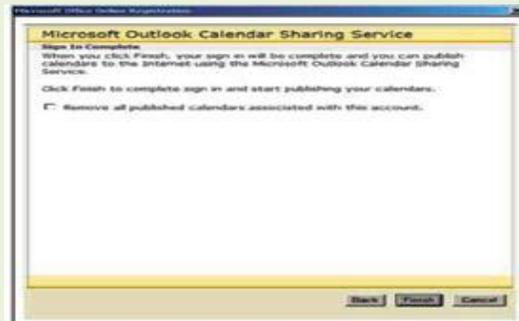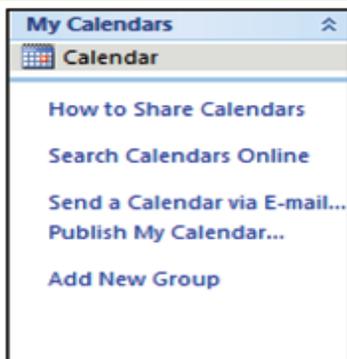
- ❖ **In order to upload you calendar to the mail server, you must have an email account in Microsoft mailing service.**
- ❖ **Click Sign in, to login with your account, if you having one; otherwise create an email account by selecting click here to sign up for a free account available in the window**
- ❖ **Enter your email ID and password and click sign in. then after following window open appears in the above figures no 2**
- ❖ **Click on publish my calendar option available in the navigation pane of the calendar as show this figure.**