



VIDYA BHAWAN BALIKA VIDYAPITH, LAKHISARAI
INFORMATION TECHNOLOGY FOR CLASS 10

(Study materials based on N.C.E.R.T.)

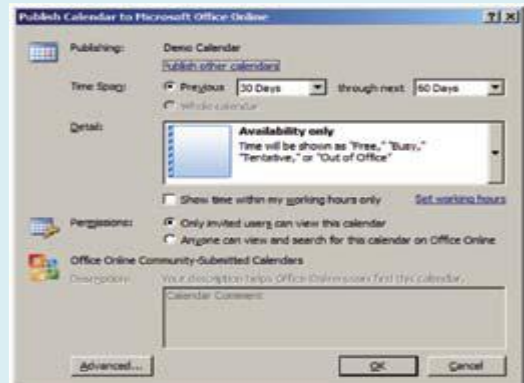
RAUSHAN DEEP DATE:-08.07.20XX (WEDNESDAY)

UNIT 6: EMAIL MESSAGING (Intermediate)

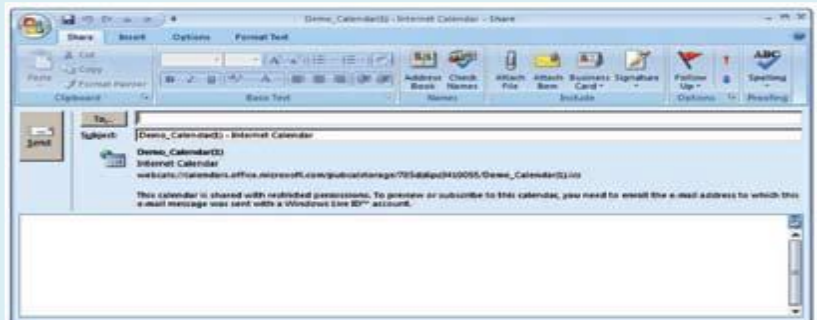
REMAIN TOPICS OF SHARE CALENDAR

I told you previous class how to make a calendar and create a email and sign in email ID then after how to share a calendar. Today I taught some point of share a calendar.

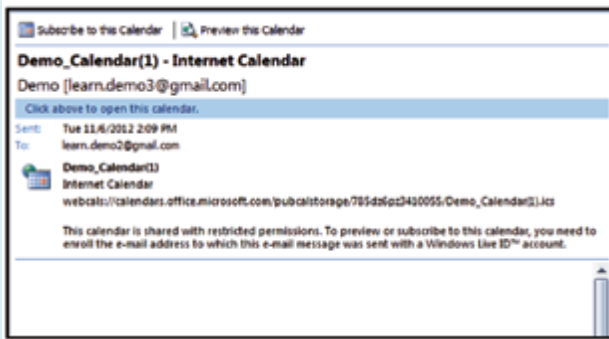
You can configure details are to be shared with others using the detail list and permissions options. After specifying necessary details, click **OK**. The following dialog box as a figure



- ❖ You asked to enter your email account details to publish the calendar.
- ❖ Once you enter all the details, click **OK**. Once you click **OK** the following message as a figure.



- ❖ To send the invitation, click **YES**. The calendar- share window appears.
- ❖ Enter the email accounts to you would like to share a calendar with and click send and the invitation will be sent to their email accounts.
- ❖ When any other person sign in their mail accounts, the following message will be displayed to the recipients.



- ❖ To view the shared calendar, the recipients have to click on subscribe to this calendar option available at the top of the message. New dialog box as a show this option



- ❖ Click **yes** to subscribe to the shared a calendar. Once you click **YES**, the recipients will be displayed with a window similar to the one below to enter their account details.
- ❖ Once the authentication is complete, the calendar will be downloaded and made available on their calendar program.
- ❖ You can also send a copy of your calendar to others users as a standard email message. The calendar will be displayed as an attachment to the recipients in the email.
- ❖ To do So, Click on send a calendar via E-mail option available in the navigation pane of the calendar.
- ❖ To send a calendar via E-mail.
- ❖ You can send either the entire calendar or particular week or day in the calendar by selecting the appropriate option and click **OK**.