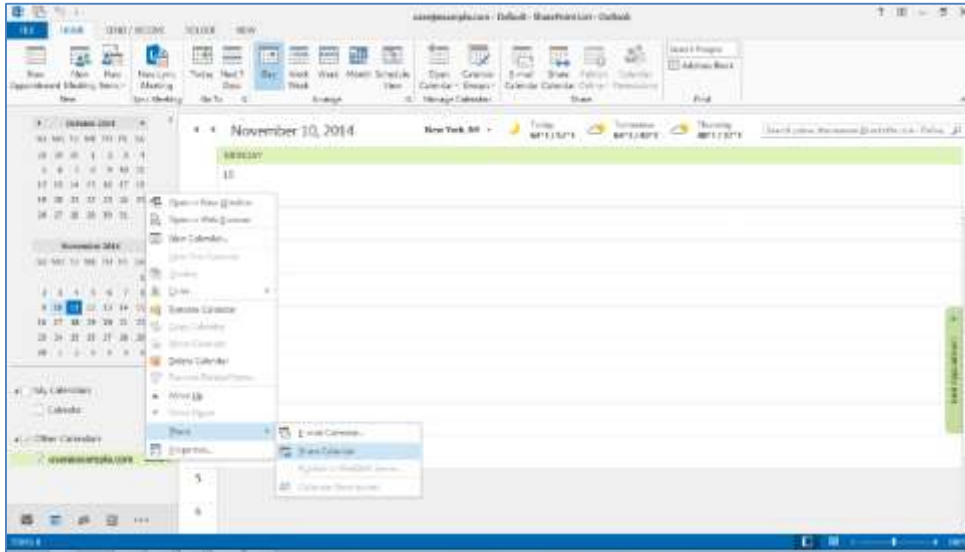


Sharing Calendars in Outlook

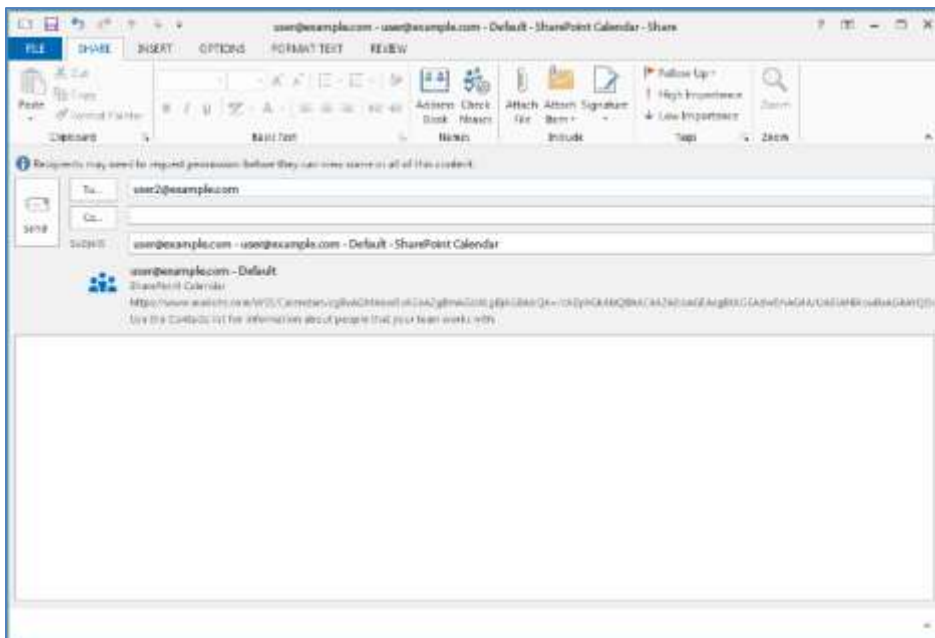
This document describes how to share a MailSite ExpressPro calendar from Outlook with other Outlook users without the need for the other user to have a MailSite ExpressPro account.

SHARING THE CALENDAR WITH FULL PERMISSIONS

In Outlook right click on the calendar you wish to share. Select 'Share' > 'Share Calendar'.

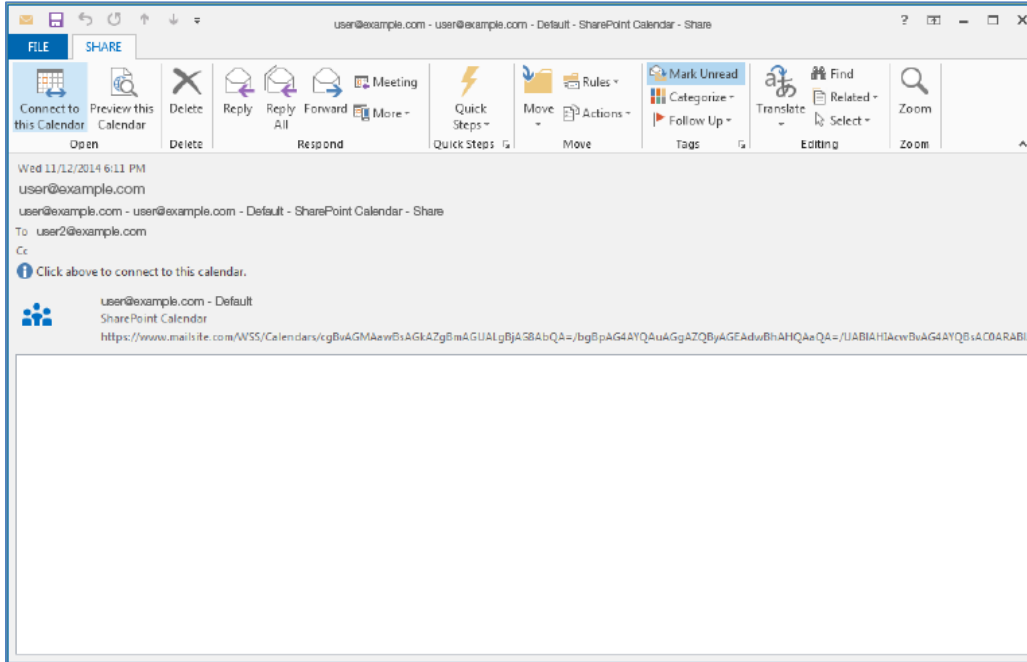


A new message will appear containing the link to your calendar. This email cannot be configured as it is generated by Outlook. Send this to everyone you would like to view it. Include your full username and password as these will be needed to synchronize the calendar.

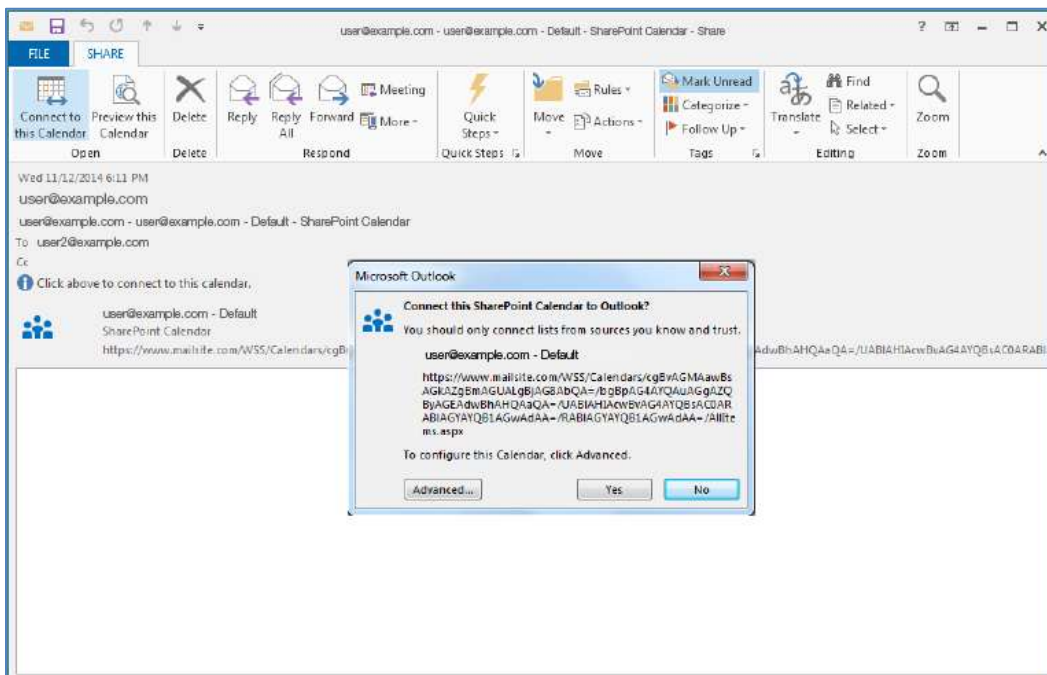


TO ADD THE CALENDAR INTO ANOTHER OUTLOOK CLIENT

Open the received message and click 'Connect to this Calendar' button. Although the email shows other options these are not as yet supported.



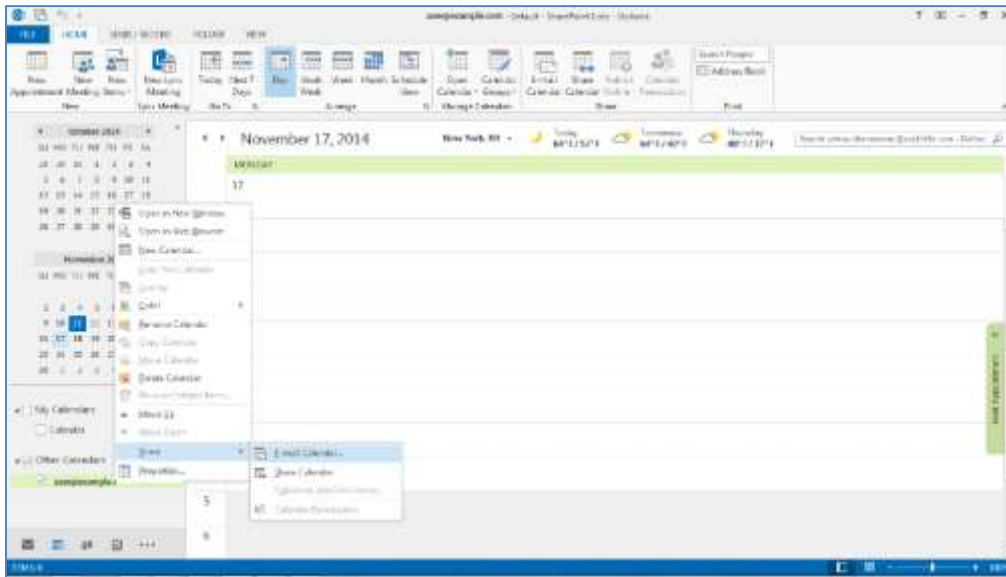
Click 'Yes' to the dialog within Outlook. You will be prompted to enter the full MailSite ExpressPro username (user@example.com) and password of the person who sent you the calendar.



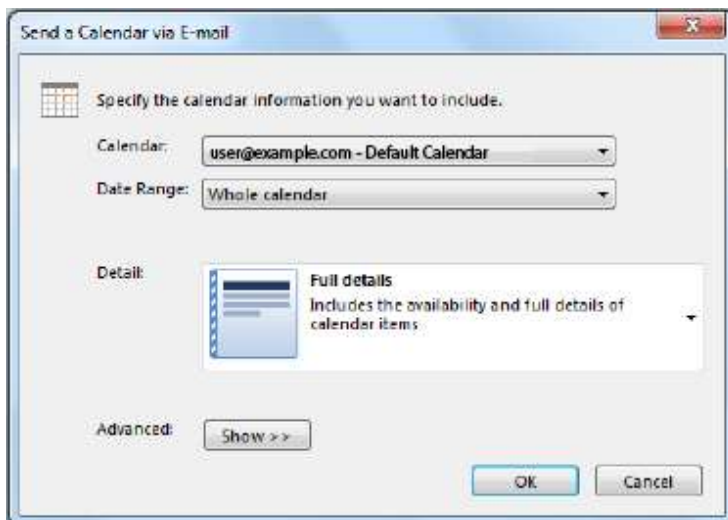
After a send and receive you should see all the events for this calendar listed in Outlook.

EMAILING THE CALENDAR

Right click on the calendar you wish to share. Go 'Share' > 'Email Calendar'.



You can then choose which calendar to send, which dates you wish to be viewable and what details. An email will appear containing an attached file of your calendar. Send this to everyone you would like to view it.



TO ADD THE CALENDAR INTO ANOTHER OUTLOOK 2013 CLIENT

Open the received email and click the first 'Open this Calendar' menu button. Click 'Yes' to add the calendar to your Outlook.

