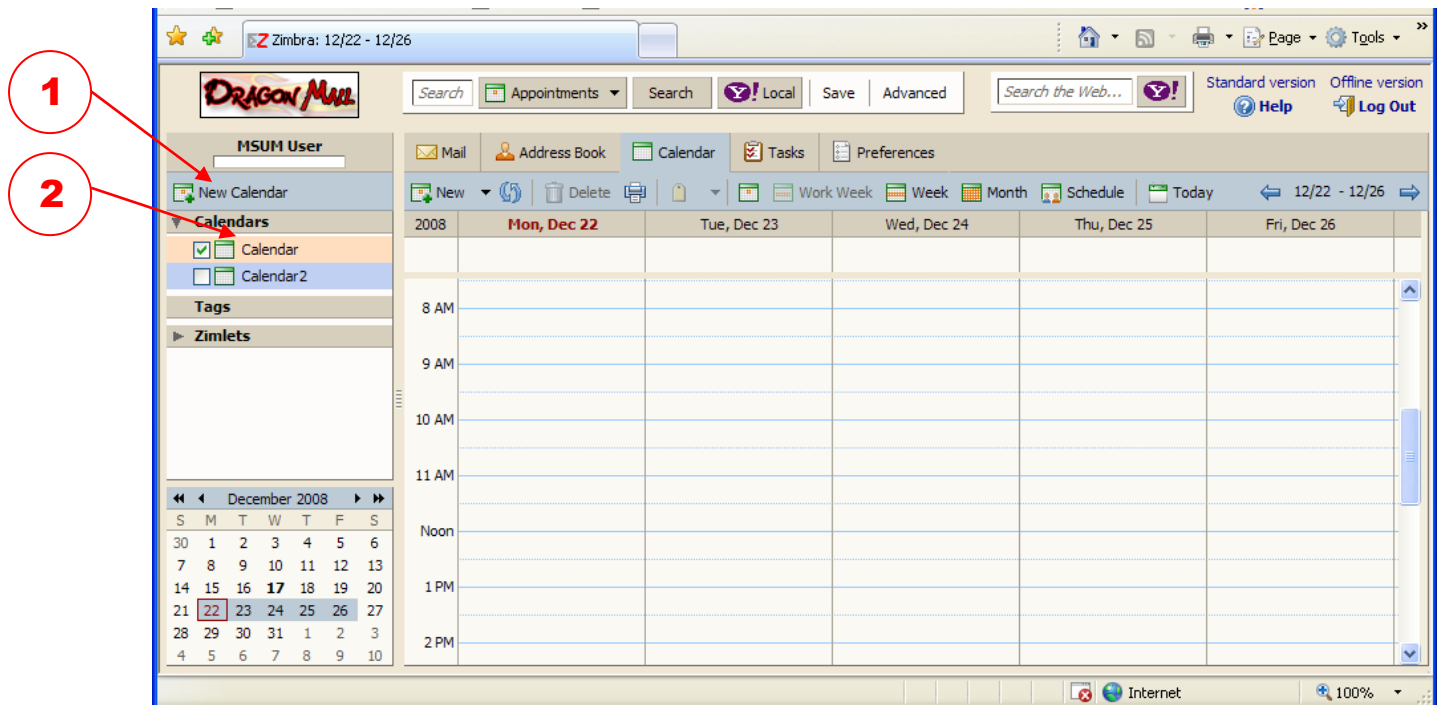


Zimbra Calendar Sharing for @mnstate.edu Accounts



Create Calendar: ① Click on New Calendar to add another calendar.

Share Calendar: ② Right Click on the Calendar you want to share and choose share calendar from the menu.
 ③ Choose the audience you want to share with:
 A. *Internal users and groups* for users on campus.
 B. *External guests* is to view from a iCal client
 C: *Public* is to be viewed without security (can be posted on a webpage).
 ④ Add the users email address your creating the share for.
 ⑤ Choose the Role you want the user to have when sharing your calendar.
 ⑥ Send a message so the user can accept the share.

Share Properties: ⑦ Right Click on the Calendar you want to share and choose edit Properties from the menu.
 ⑦ You can change the color of the calendar.
 ⑧ You can exclude this calendar from reporting free/busy times for scheduling.
 ⑨ You can remove the share, change the rights on the share, or resend the email to accept the share.

