

Outlook Web Access: View a Shared Calendar

Background

Normally, there is no link to view a shared calendar from within Outlook Web Access. However, this does not mean it is impossible. In order to view a shared calendar, or any other user's Outlook data for that matter, you will need to make some changes to the URL you use to access Outlook Web Access. This document will show you how to view a shared calendar, such as those used by some sites for their Master Calendar. Many instructional assistants or traveling users will find this useful since they do not always have access to a staff machine with the full Outlook 2007 desktop client.

Process

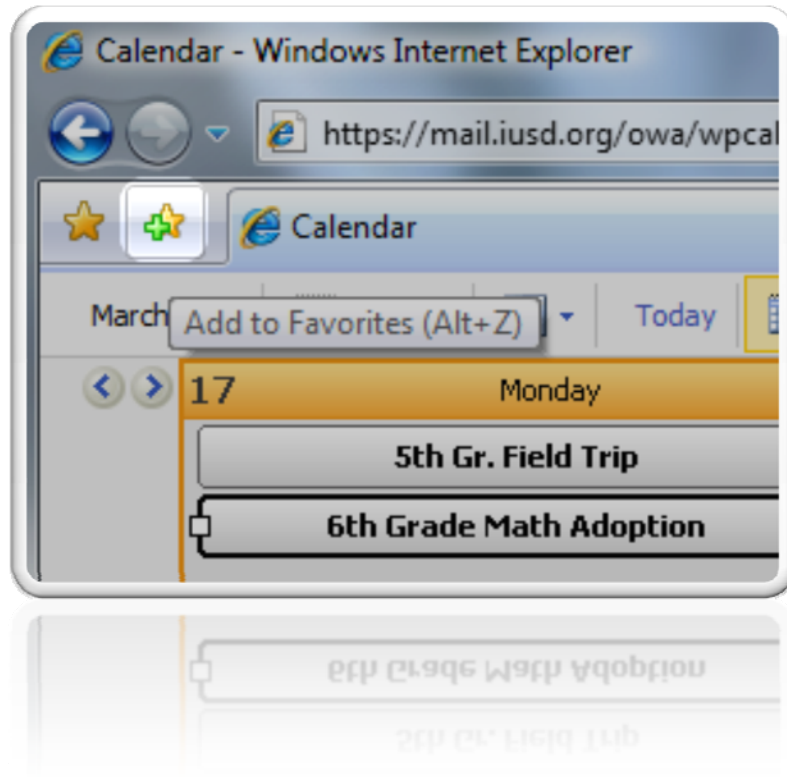
Step 1

- 1) Type in or click on the URL below of the site's shared calendar you wish to view

Site	Calendar URL
Elementary School	
Alderwood Basics Plus	https://mail.iusd.org/owa/abcal@iusd.org/?cmd=contents&f=calendar
Bonita Canyon	https://mail.iusd.org/owa/bccal@iusd.org/?cmd=contents&f=calendar
Brywood	https://mail.iusd.org/owa/brcal@iusd.org/?cmd=contents&f=calendar
College Park	https://mail.iusd.org/owa/cpcal@iusd.org/?cmd=contents&f=calendar
Eastshore	https://mail.iusd.org/owa/eacal@iusd.org/?cmd=contents&f=calendar
ECLC - Special Education	https://mail.iusd.org/owa/eclcspcal@iusd.org/?cmd=contents&f=calendar
Greentree	https://mail.iusd.org/owa/grcal@iusd.org/?cmd=contents&f=calendar
Meadow Park	https://mail.iusd.org/owa/mpcal@iusd.org/?cmd=contents&f=calendar
Oak Creek	https://mail.iusd.org/owa/occal@iusd.org/?cmd=contents&f=calendar
Plaza Vista	https://mail.iusd.org/owa/pvcal@iusd.org/?cmd=contents&f=calendar
Santiago Hills	https://mail.iusd.org/owa/shcal@iusd.org/?cmd=contents&f=calendar
Springbrook	https://mail.iusd.org/owa/spcal@iusd.org/?cmd=contents&f=calendar
Stonecreek	https://mail.iusd.org/owa/stcal@iusd.org/?cmd=contents&f=calendar
Turtle Rock	https://mail.iusd.org/owa/trcal@iusd.org/?cmd=contents&f=calendar
University Park	https://mail.iusd.org/owa/upcal@iusd.org/?cmd=contents&f=calendar
Westwood Basics Plus	https://mail.iusd.org/owa/wbcacal@iusd.org/?cmd=contents&f=calendar
Woodbury	https://mail.iusd.org/owa/wocal@iusd.org/?cmd=contents&f=calendar
Westpark	https://mail.iusd.org/owa/wpcal@iusd.org/?cmd=contents&f=calendar
Middle School	
Lakeside	https://mail.iusd.org/owa/lacal@iusd.org/?cmd=contents&f=calendar
Venado	https://mail.iusd.org/owa/vecal@iusd.org/?cmd=contents&f=calendar

Step 2

- 1) Once logged in, click the “Add to Favorites” button (Gold Star with Green Plus Sign):



Notes

- This only works with Internet Explorer 6 or higher
- When logging in, make sure to use *your* username and password

Support

- Sang Moon – Permission to view shared calendars
- Craig Spargo – URL updating and proper use
- LAN Admin – All other questions