Sharing Your Calendar With Outsiders

Sharing your calendar with your co-workers has been discussed in a past blog post (click here to view it).   But what about when you want to share your calendar with someone outside of Cornell?

When I looked into this a few years ago, the only option I could find was to send the outsider a 'snap shot' of your calendar (unless you got fancy and started linking your Exchange calendar with a Google calendar). With the 'snap shot', it meant that whatever was listed in your calendar when you sent it was what they could see – no later updates or additions, unless you sent them another 'snap shot'.
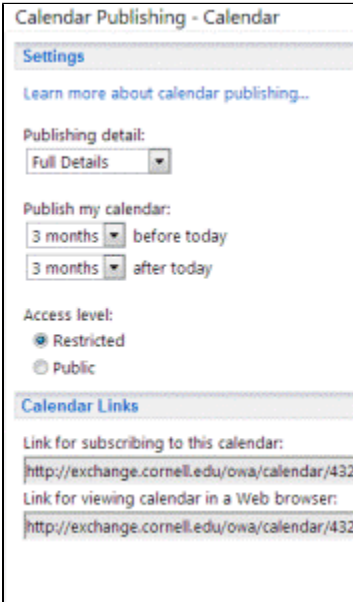
I had someone recently ask again about being able to do this, and found that there is a way for you to publish your real-time calendar through Outlook or OWA (exchange.cornell.edu), so I thought I'd share since it could be very beneficial to those of you that work with outside organizations.

Here's how: http://help.outlook.com/en-US/140/ms.exch.ecp.CalendarPublishing.aspx

Please note these choices for published calendars:

- You can select how much detail can be viewed on your published calendar: Availability Only, Limited Details or Full Details
  (Even if you select Full Details, those appointments set as 'private' will not be shared.)
- You can restrict how many months before and after today's date to publish.
- You have two options for access: Restricted or Public.
  - Restricted means that the only way a person would be able to view your calendar is if they knew the web link to your published calendar.
  - Public allows anyone to search for your calendar on the Internet (I would only recommend this for a group account calendar where you have only public events you wish to advertise)
    Click here for an example of a published Exchange calendar
  - You will have two web links that you can copy and paste to send to the outsider. *(See photo)*
    - 'Link for subscribing…' is a ics file which means the person will be able to view your calendar in Outlook.
    - 'Link for viewing..' is a html web address for the person to view your calendar in their web browser *(see example link above)*

Keep in mind that after the e-mail/calendar switch to Office365 early next year, the link to your published calendar will change.