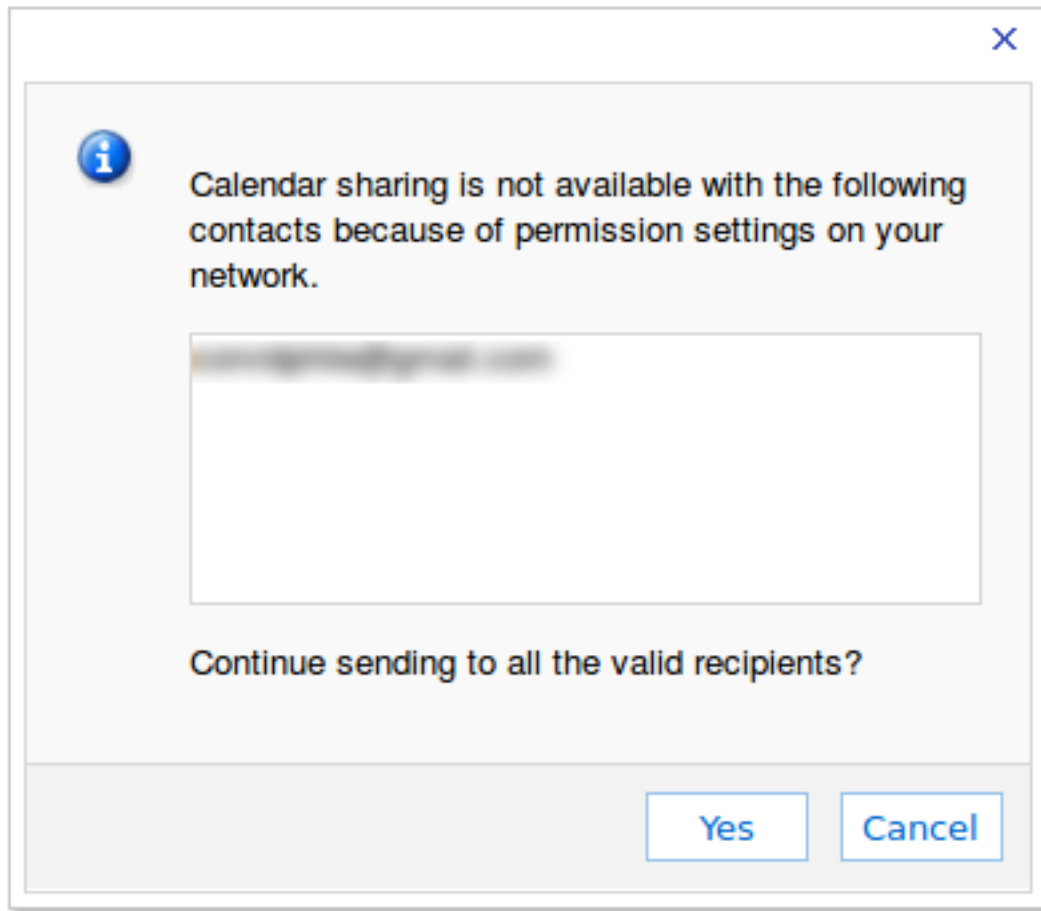


Why can't I share my calendar?

Sometimes when you try to share your calendar, you get this message: *"Calendar sharing is not available with the following entries because of permission settings on your network"*



There are two reasons you could be getting this message:

1) The address is an external address.

Calendar sharing only works with addresses on the Exchange server. You can send them a current copy of the calendar via email, but can't share it.

2) OWA's address auto-complete function selects the wrong address.

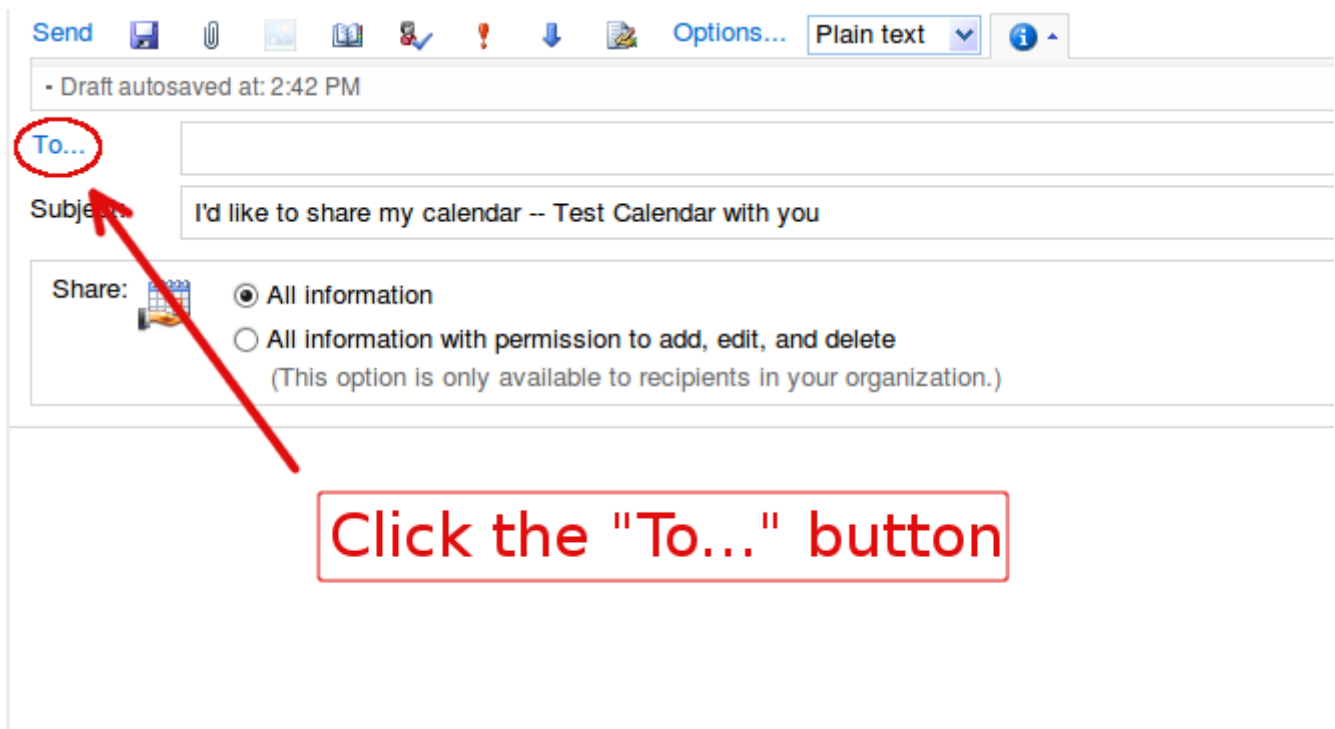
Since calendar sharing only works with addresses on the Exchange server, if you have several versions of a person's email address in your address book and OWA auto-complete selects the one that does not exactly match an address on the Global Address List (GAL), you can get this message.

Fortunately, there is a work-around for the second reason, and this actually is the preferred method of picking addresses to share your calendar with. You will need to select your address(es) from the GAL directly rather than typing them in manually.

Here's how to select internal addresses directly from the GAL:

1. In the Sharing invitation, click the **"To"** button. The **"Select names"** window opens.
2. In the **"Address"** field, select **"Global Address List"**.
3. In the **"Search"** box, type the recipient's name.
4. Select the recipient to whom you want to send the invitation, and then click the **"To"** button.
5. Repeat steps 3 and 4 for each internal Exchange recipient to whom you want to send the invitation.
6. Click **"OK"**, and then click **"Send"**.

Step 1:



The screenshot shows the top portion of a calendar sharing invitation window. At the top, there is a toolbar with icons for Send, Save, Attach, Print, Copy, Paste, Undo, Redo, and Options... The text 'Plain text' is visible in a dropdown menu. Below the toolbar, a status bar indicates '- Draft autosaved at: 2:42 PM'. The main area contains a 'To...' button, which is circled in red. Below it is a 'Subject' field with the text 'I'd like to share my calendar -- Test Calendar with you'. At the bottom, there is a 'Share:' section with two radio button options: 'All information' (selected) and 'All information with permission to add, edit, and delete' (with a note that this option is only available to recipients in your organization.). A red arrow points from a red-bordered box at the bottom of the image, containing the text 'Click the "To..." button', to the 'To...' button.

Step 2:

Address Book

Default Global Address List

All Rooms

Show other address lists

Contacts

- My Contacts
- Contacts
- Suggested Contacts

Arrange by Name A on top

Contact Alias E-mail

Organization

Message recipients:

To ->

OK Cancel

Make sure "Global Address List" is selected

Step 3:

Address Book

Default Global Address List

All Rooms

Show other address lists

Contacts

- My Contacts
- Contacts
- Suggested Contacts

Arrange by Name A on top

Contact Alias E-mail

Organization

Message recipients:

To ->

OK Cancel

Search for name

Step 4:

The screenshot shows an address book window with a search bar at the top containing the name 'Lisa'. Below the search bar, a list of contacts is displayed, with the first entry 'Lisa' highlighted in blue. A red oval circles this entry, and a red arrow points from a text box to it. The text box contains the instruction: "Click on name to select, then click on 'To->'". At the bottom of the window, the 'Message recipients:' field is visible, with the 'To ->' button circled in red and the name 'Lisa' entered in the adjacent text field. The 'OK' and 'Cancel' buttons are at the bottom right.

Step 5:

The screenshot shows the same address book window, but now the search bar contains the name 'Louie'. The list of contacts shows 'Louie' as the first entry, which is circled in red. A red arrow points from a text box to this entry. The text box contains the instruction: "Repeat 'search, select, To->' for each recipient until done". In the 'Message recipients:' field at the bottom, the 'To ->' button is circled in red, and the text field now contains 'Lisa ; Louie ;'. The 'OK' and 'Cancel' buttons are at the bottom right.

Step 6:

The screenshot shows an email client interface. On the left, the 'Address Book' pane is open, displaying a search for 'Louie'. The search results show 'Louie' with a blue selection bar. Below the search results, there are sections for 'Contacts' and 'My Contacts'. The 'Message recipients:' field at the bottom shows 'To -> Lisa ; Louie ;'. To the right of the recipient list, there are 'OK' and 'Cancel' buttons. A red box with the text 'Click "OK" when done' and a red arrow points to the 'OK' button.

Address Book

Default Global Address...
All Rooms
Show other address lists

Contacts

My Contacts
Contacts
Suggested Contacts

louie

Arrange by Name A on top

Louie
Alias
E-mail
Office

Information Job title

Organization

Message recipients:

To -> Lisa ; Louie ;

OK Cancel