Calendar Sharing and Delegation

**Accessing a Shared Calendar.** Launch the Calendar Application (iCal for 10.6 and older)

Go to the Calendar Menu at the top of the screen and scroll down to Preferences. Select the Accounts Pane. Select the Delegation button.

To access a shared calendar select the “+” button, enter the UserID or last name to search for the shared calendar.

![Account Settings](image)

After locating the shared calendar place a checkmark in the “Show” Column. You will notice that you can see what your permissions to the calendar are under the Calendars tab.

Click on the Red button in the upper left corner of the window to close the Accounts pane. Quit Calendar (iCal 10.6) and re-launch.

Select the “Calendars” button under the Red, Yellow and Green buttons in the upper left corner of the window to view and hide the calendars as well as to control which calendars to view.

(See next page)
This view shows both the users calendar (Okstate) and the shared calendar under Delegates. The calendars view shows them on top of each other. You can change this by unchecking which ever calendar you do not wish to see.
Sharing/Delegating a calendar. Launch the Calendar Application (iCal for 10.6 and older)

Go to the Calendar Menu at the top of the screen and scroll down to Preferences. Select the Accounts Pane. Select the Delegation button. Select the “Edit” Button. The “Manage Account Access Window opens. Select the “+” to add delegates. (users that can access your calendar). Type the UserID or last name to search for the user. The default permission is “Read Only”. To give a user permissions to edit your calendar. Click on the work “Read Only” under the Calendars tab. Change the Permission to either Read & Create or Read and Write. “Read & Create” gives the user permission to view and create items on the calendar. “Read & Write” gives the user permission to view, create and delete items on the calendar. (Full access)

Additional note on Permissions: Notice “Tasks” the default is set to “Read only” most people do not want to share their “Tasks”. You may change this to “No Access”.

Select “Done” when finished. Select the Red Button in the upper left corner to close the Accounts window. The Calendar will not automatically appear in the Delegates calendar. They will need to add the shared calendar to their calendar.