Sharing a calendar with other users

DeskNow lets you share a calendar with other users, to let them view your schedule or even post appointments. Shared calendars are useful in many circumstances:

• to let others view your schedule, without changing it (by sharing the calendar with read-only permission)

• to keep a sport club calendar of events

• to coordinate work on a project, keeping track of due dates, meetings with the client, and organize individual tasks

Security

You can share a calendar with every user, or you can make it accessible only to some users (either by specifying their username, or by setting a password for the calendar).

Tip: you can also make the calendar **read-only** so that users can view events and tasks, but cannot create or change them.

Part One: How to share a calendar

To share a calendar:

• open the calendar

• click on **Folder / Properties & sharing**

• click on **New share**

• select a **name** for the share; this can be the same name as the calendar, or something that can be more meaningful to the other users; other users will know the calendar by its share name

• click the **Next** button

• check what users / communities/ user groups you want to grant the **read** , **write** and **delete** permissions to. You can also use the **Quick add** button to grant multiple permissions faster.

• note that no matter what other permissions they have, users that do not have **read** permission will never be able to perform any other operation

• if you enable access with a **Password** , every user that knows the password that you choose will be able to create a link to your calendar

• When finished, click on **Ok** to create the share

Tip: only the administrator of your domain can create user groups. Contact the administrator if you believe a new user group would be useful

Part Two: Linking to a calendar

Unless you are the DeskNow Administrator or a community manager, the share that you create will not automatically appear as a new calendar in other users' account.

This is because maybe they do not want to access your share.

If other users want to access your share, and they are authorized to, they need to create a **link** to that share. See accessing shared calendars.