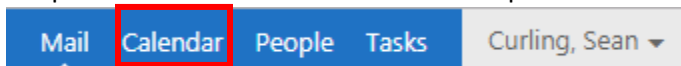


The migration of all PSU Faculty, Staff and Students from various email systems to the central Office365 email system is occurring over the span of 2018. Because of this segmented migration there are known issues related to Calendaring. Those individuals migrated will lose their connection to non-migrated individuals on the same pre-existing system. Without action on the part of those who have migrated, those who have not migrated yet will be able to see the pre-existing calendar with static data. In addition, those who have not migrated will not be able to see migrated individuals' calendars unless those calendars are published publicly. The following document will direct you in how to make necessary changes to ensure Calendar related issues do not occur. All instructions will be working from the two webmail locations as all users will have the ability to log in to both at any time.

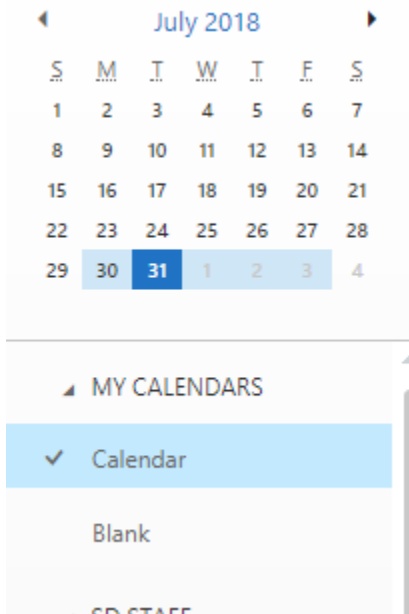
### Changing Permissions on Your MyMail Calendar

Once you have migrated from Mymail to O365 those who are still on Mymail will be able to see your Calendar in that system and this could create issues when staff are trying to arrange meetings. To correct this we recommend removing all access to your calendar. This means removing any individual/group accesses you have set up as well as changing the default permissions value away from what it is (most are set to Free/Busy) to None. To make these changes follow these steps:

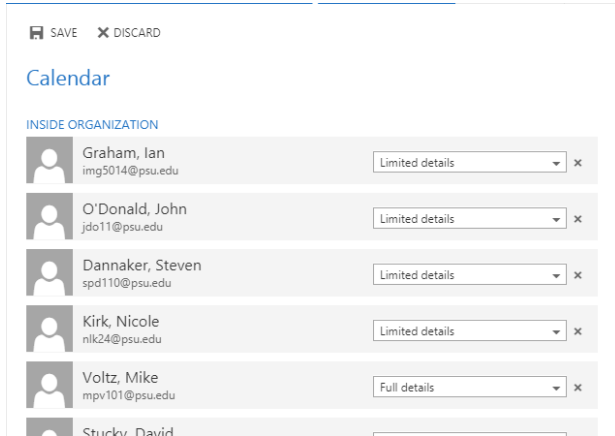
1. Log in to the Mymail webmail site (webmail.mymail.psu.edu)
2. In the top right corner of your browser window you will see the sections you can select including Mail, Calendar, People and Tasks. Click on the **Calendar** option.



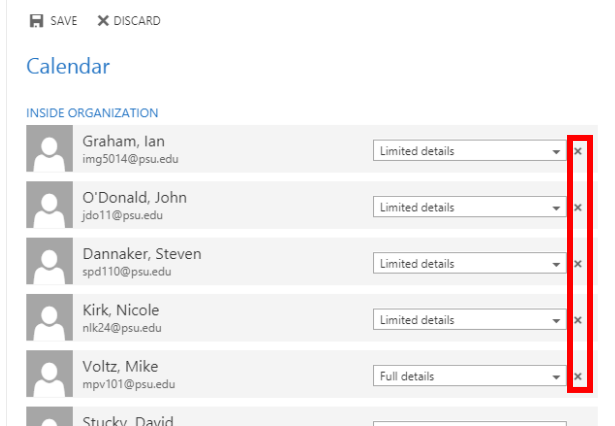
3. Once the Calendar view is up in your browser you will see a section called "My Calendars" on the left side just under the month display. Right-click on the entry that says **Calendar** and then click on the **Permissions** listing.



- Once you do this you will see a Calendar Permissions section appear along the right-hand side of your browser screen.



- To remove all the individual entries that exist click on the X at the far right end of each line.

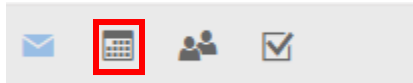


- For the **Outside Organization** listing if you have a value other than Not Shared, change it to **Not Shared**.

### Publishing your O365 Calendar

Once you have migrated from Mymail to O365 those who are still on Mymail will not be able to see your O365 Calendar. To address this issue, we recommend you publish your calendar publicly and then create a link to it in your signature. To do this follow these steps.

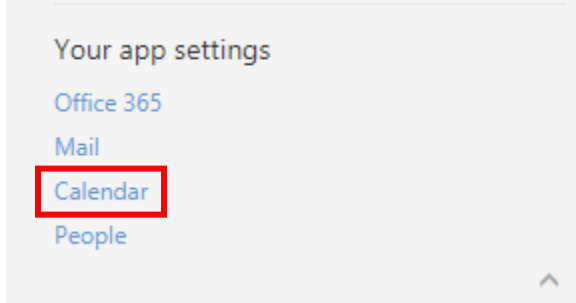
- Log into your O365 webmail (office365.psu.edu, log in and click on the Outlook icon).
- In the bottom left corner of your browser window you will see the sections you can select including Mail, Calendaring, People and Tasks. Click on the Calendar option.



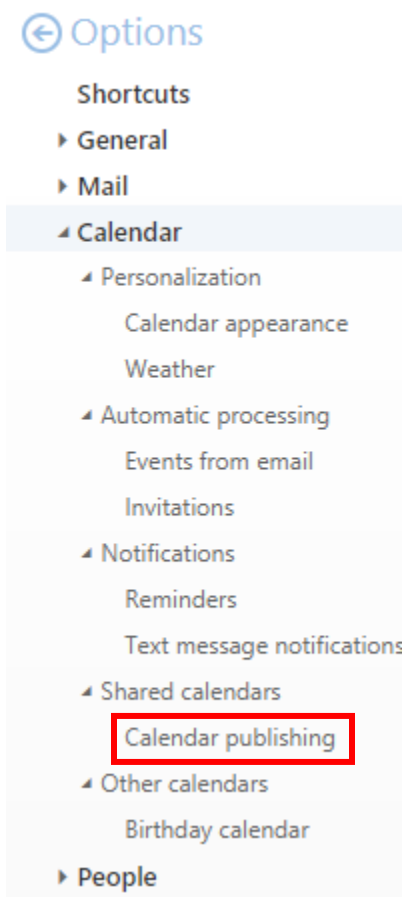
- Once the Calendar view is up in your browser you will see a gear icon in the top right corner of your browser window. Click on that icon.



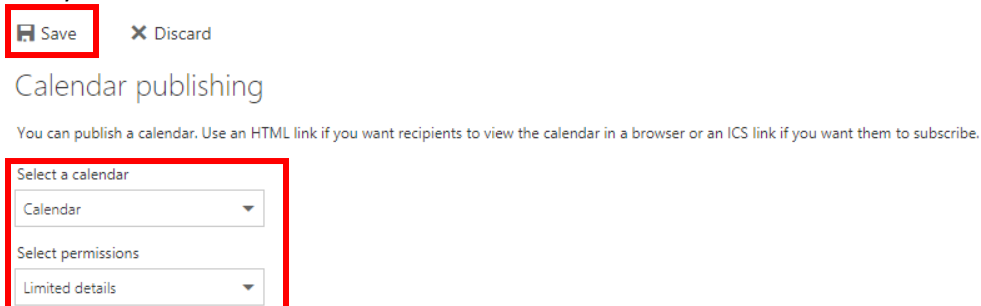
4. Along the right side of your browser you'll see a Settings section and near the bottom you'll see a section titled **Your app settings**. Click on the **Calendar** option there.



5. Now along the left side of your browser window you'll see an **Options** section and most of the way down you'll see a listing for **Calendar publishing**, click on that.



6. When you click on that link you'll see the options you can select. In the **Select a calendar** section select **Calendar**. In the **Select permissions** setting select the option that you are comfortable with. We recommend Limited details. Make your selections and then click on the **Save** icon.



- After you click on Save you will see two links show up under the Select Permissions section. Highlight the HTML link in its entirety (Control+C).

Save Discard

## Calendar publishing

You can publish a calendar. Use an HTML link if you want recipients to view the calendar in a browser or an ICS link if you want them to subscribe.

Select a calendar

Calendar

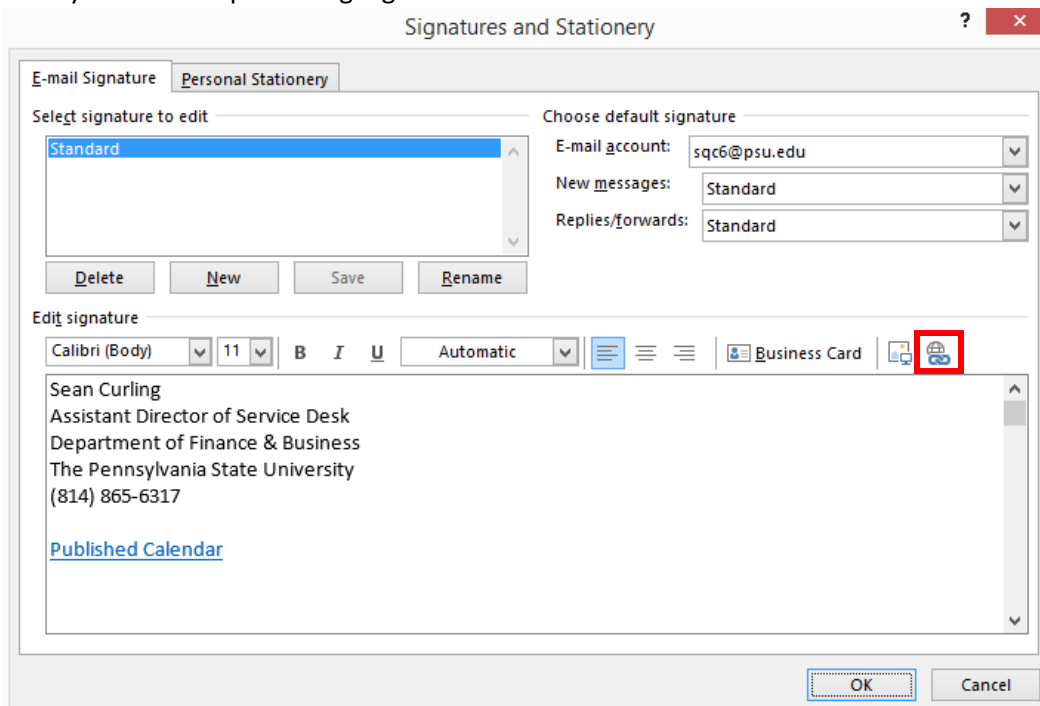
Select permissions

Limited details

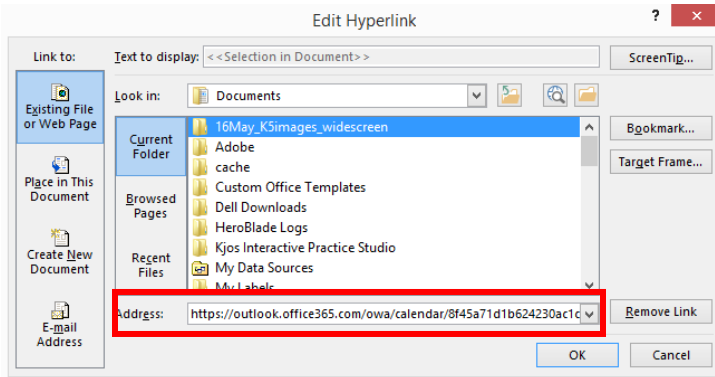
HTML <https://outlook.office365.com/owa/calendar/8f45a71d1b624230ac1c00f1b760cc7c@psu.edu/a9662de9fa6c4647b30dac334a2e7cfb14067416844746055253/calendar.html>

ICS <https://outlook.office365.com/owa/calendar/8f45a71d1b624230ac1c00f1b760cc7c@psu.edu/a9662de9fa6c4647b30dac334a2e7cfb14067416844746055253/calendar.ics>

- Launch the Outlook client and log into your O365 account.
- Click on **File**
- Click on **Options**
- Click on **Mail**
- Click on the **Signatures** button
- Edit your signature and add a phrase that indicates clicking on those words would take them to your calendar such as Published Calendar or My Calendar or whatever works for you.
- Once you have written that phrase highlight it.
- After you have the phrase highlighted click on the link button



16. Click in the Address line and paste the link you copied earlier (Control+V)



17. Click on **Ok**, Click on **Ok**, Click on **Ok**.