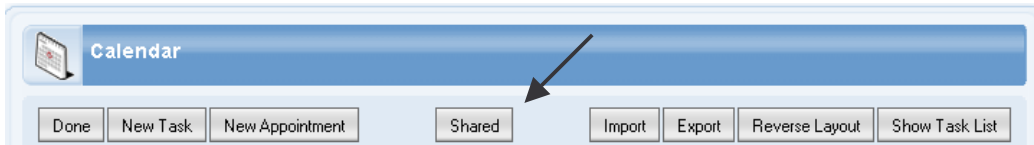


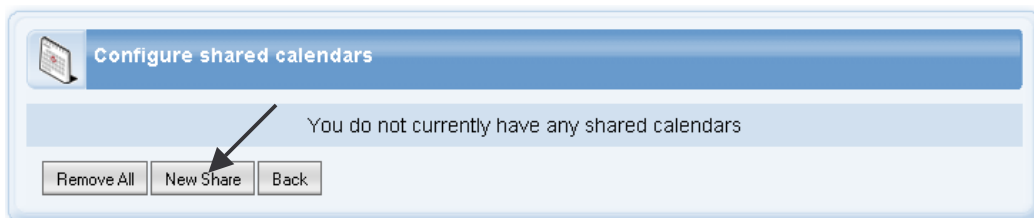
Using the calendar

Sharing another calendar onto your own

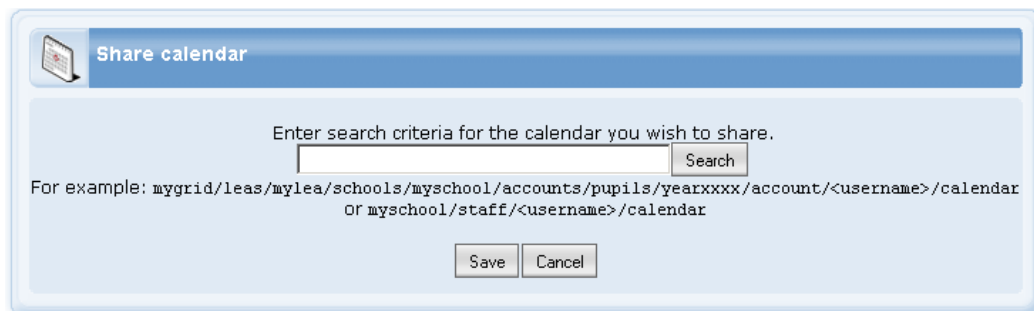
1. Navigate to your Calendar and click on 'Shared'



2. From the 'Configure Shared Calendars' screen, click on 'New Share'



3. From the 'Share Calendar' screen, enter the search criteria for the calendar you wish to share.

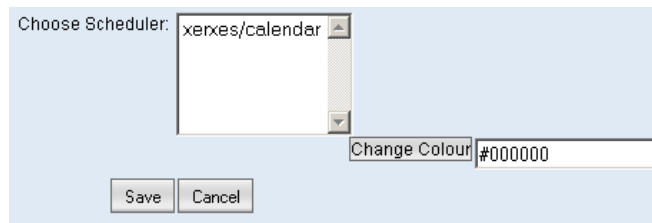


NB Use the example hierarchy as a reference for the path to use for the shared calendar:
 mygrid/leas/mylea/schools/myschool/accounts/pupils/yearxxxx/account/<username>/calendar OR myschool/staff/<username>/calendar

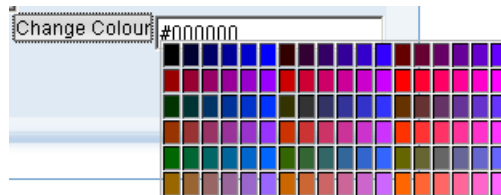
4. Click on 'Search'.

Using the calendar

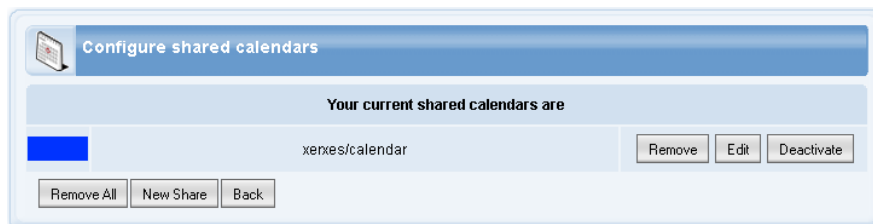
- The recognised scheduler for the calendar you wish to share will be displayed:



- Click on change colour to specify a colour for your shared calendar



- Click on 'Save' to save your shared calendar
- Your shared calendar will appear, click on the name to view.



- You can Remove, Edit or Deactivate the calendar as required.