Share Calendars

This guide instructs employees and students of Valdosta State University on how to share a calendar with an employee(s) or student(s) of Valdosta State University.

1. In a web browser, go to office.valdosta.edu and login using your Active Directory credentials.
2. Click the Calendar button at the top-right.

3. Right-click the Calendar name. Then, click the Share Calendar link.
4. Search for the user you wish to Share the calendar with.

5. Choose the Permissions level. Then, click the Send button.