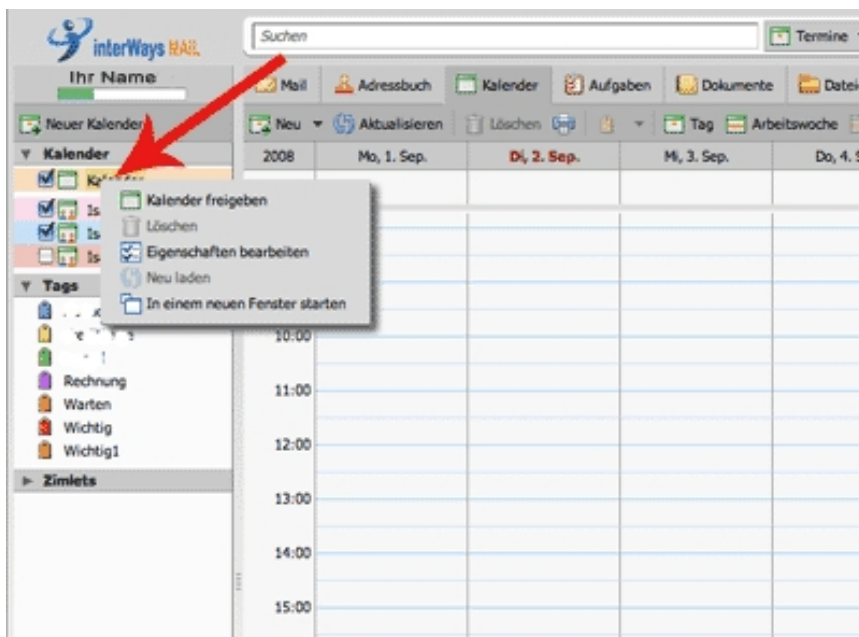


We'll show you how to share Calendars, Contacts, Folders and Files and subscribe to external calendars.

To share your calendar with other users (beginning with interWaysMAIL Domain personal/professional):

- Log in to interWaysMAIL Webmail (<https://ssl.interways.de>) or open the [Desktop Application](#)
- Open your Calendar
- Click on the calendar you wish to share/publish (top left, next to the checkbox)



- Click "Share calendar"
- Then you can enter the mail address of the recipient of the share and the permissions
- At the bottom you can see the link to your published calendar (Format: .ics)
- You can even publish the calendar as a regular HTML web page (e.g to include it in your web site) by adding .html to the URL.

Eigenschaften der Freigabe

Name: Kalender
Typ: Kalenderordner

Freigeben an: ☒ Interne Nutzer oder Gruppen
☐ Externe Nutzer (nur Leseberechtigung)
☐ Öffentlich (Nur Leseberechtigung, kein Passwort erforderlich)

Mail:

Rolle

☐ Keine Keine
☒ Leseberechtigung Anzeigen
☐ Manager Anzeigen, Bearbeiten, Hinzufügen, Entfernen, Annehmen, Ablehnen
☐ Admin Anzeigen, Bearbeiten, Hinzufügen, Entfernen, Annehmen, Ablehnen, Verwalten

☐ Nutzer dürfen meine privaten Termine sehen.

Mail

Standardmail senden

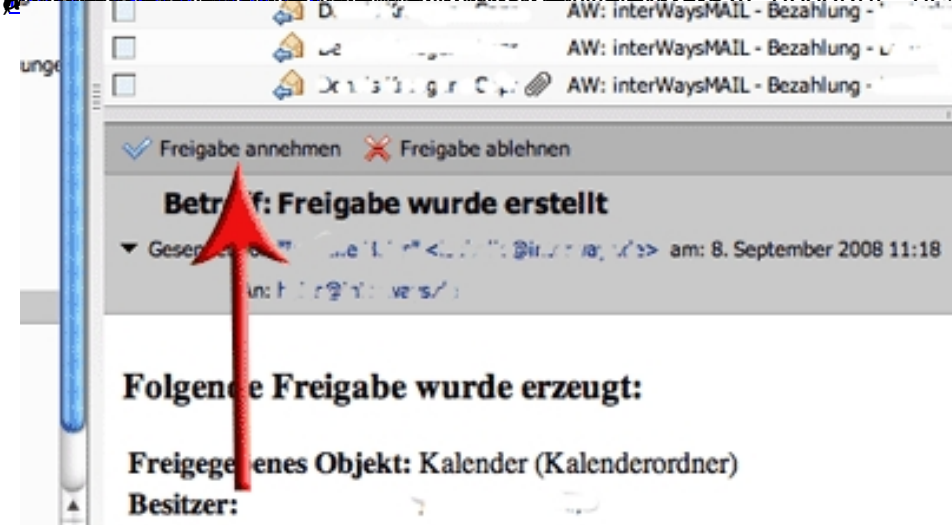
Hinweis: Die Standardmitteilung zeigt Ihren Namen, den Namen der Freigabe und die Berechtigungen, die Sie den Empfängern gewähren, sowie ggf. die Anmeldedaten.

URL

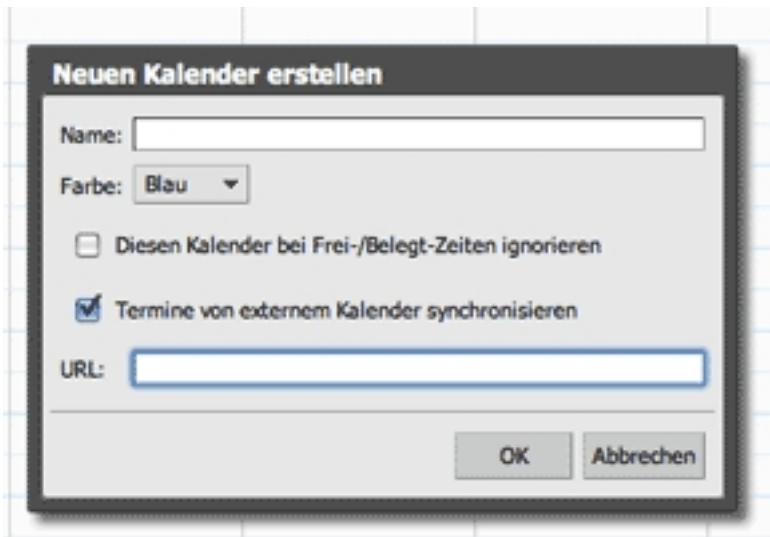
Um anderen Nutzern den Zugriff auf dieses Objekt zu gewähren, nennen Sie ihnen diese URL:
<http://ssl.interways.de/home/heiss@interways.de/Calendar>

OK Abbrechen

With this URL, the calendar can be accessed via the interWaysMAIL account. he/she will receive an email



Subscribe to external calendar (Google etc.) <http://ssl.interways.de>
 and then the external calendar appears in appointments from remote calendar"



Neuen Kalender erstellen

Name:

Farbe: Blau ▾

☐ Diesen Kalender bei Frei-/Belegt-Zeiten ignorieren

☒ Termine von externem Kalender synchronisieren

URL:

OK Abbrechen

Desktop Application: Other users' shared calendars (and contacts) are automatically in the desktop Outlook application. This is the easiest way to share calendars. To create a new calendar, click on "File" > "Calendar" > "New Calendar". This will open the "Neuen Kalender erstellen" dialog box. Use the "Name" field to name the calendar, the "Farbe" dropdown to select a color, and the "URL" field to enter the URL of the calendar. The "Termine von externem Kalender synchronisieren" checkbox is checked by default, which means that the calendar will be synchronized with the desktop Outlook application. The "Diesen Kalender bei Frei-/Belegt-Zeiten ignorieren" checkbox is unchecked by default, which means that the calendar will be used to calculate free/busy times. The "OK" button will create the calendar and add it to the Outlook calendar list. The "Abbrechen" button will cancel the operation.