

How to access and share BDC calendars



Steps on how to access BDC calendars

01.

Go to: <https://outlook.office365.com/owa>
Enter your **BDC** email address and your **password**.
Then click on “**Sign in**”

Sign in with your work or school account

someone@example.com
Password
Sign in Cancel

Can't access your account?

02.

Finally, enter your **username** and your **password**. Your username is made up of the first 4 letters of your last name and the first 2 letters of your first name. Click on “**Sign in**”
If you have a problem with your username, please call the BDC Help Desk.

Examples
username:

James McDonough
MCDOJA
Roger Flynn
FLYNRO
Amanda Burn
BURNAM

bdc*

username
password

corp.bdc.ca

Sign in

Forgot password?
Change to a different domain

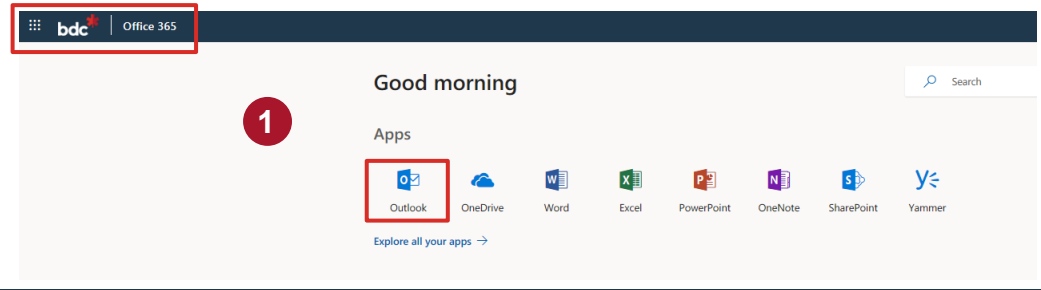
vmware



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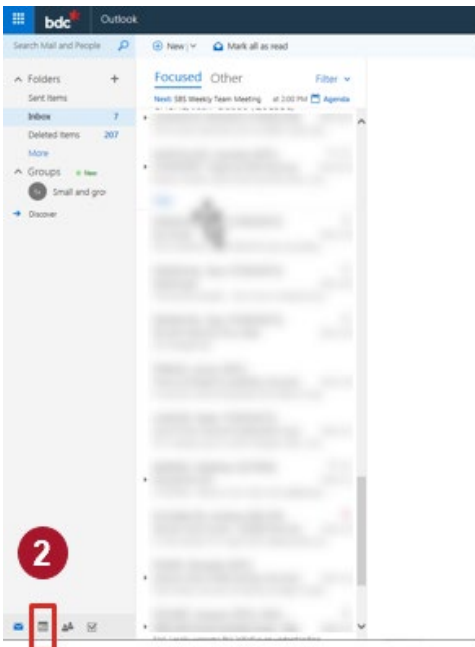
01.

Open your BDC Outlook Application in Office 365



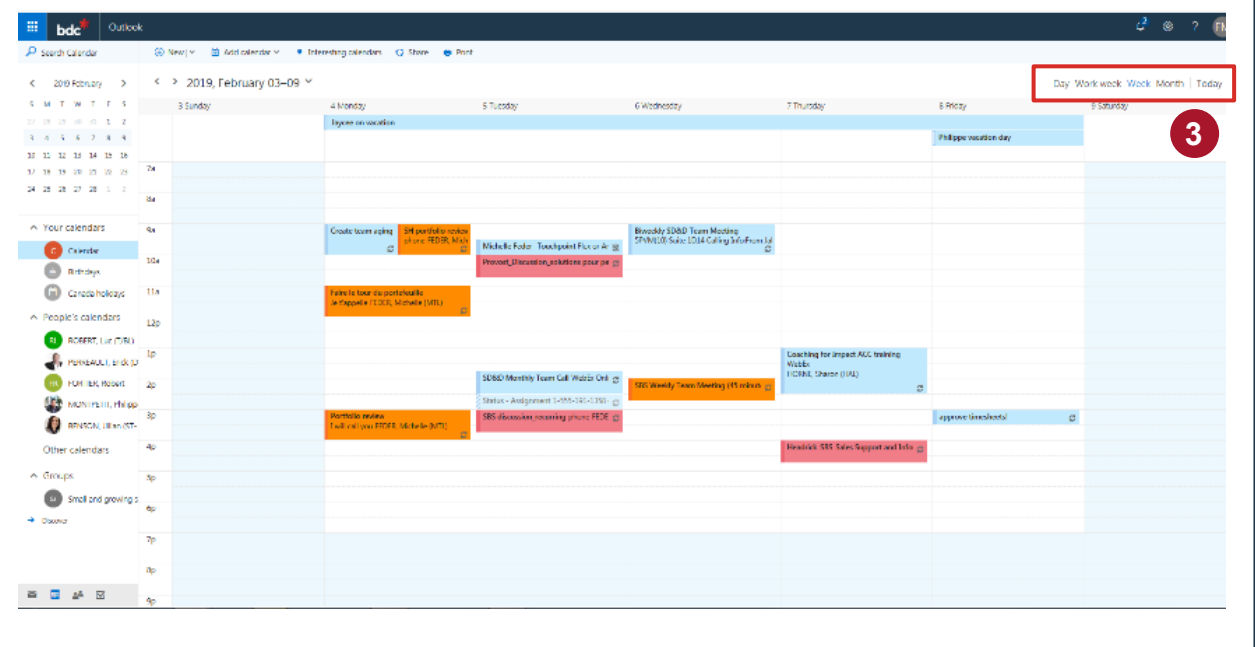
02.

The calendar icon is at the bottom



03.

You can choose your calendar view. By week, workweek, month etc.

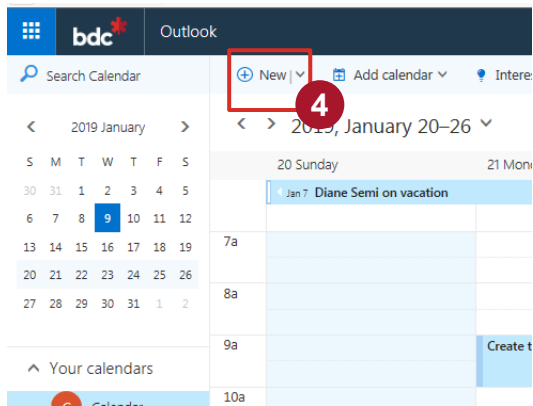




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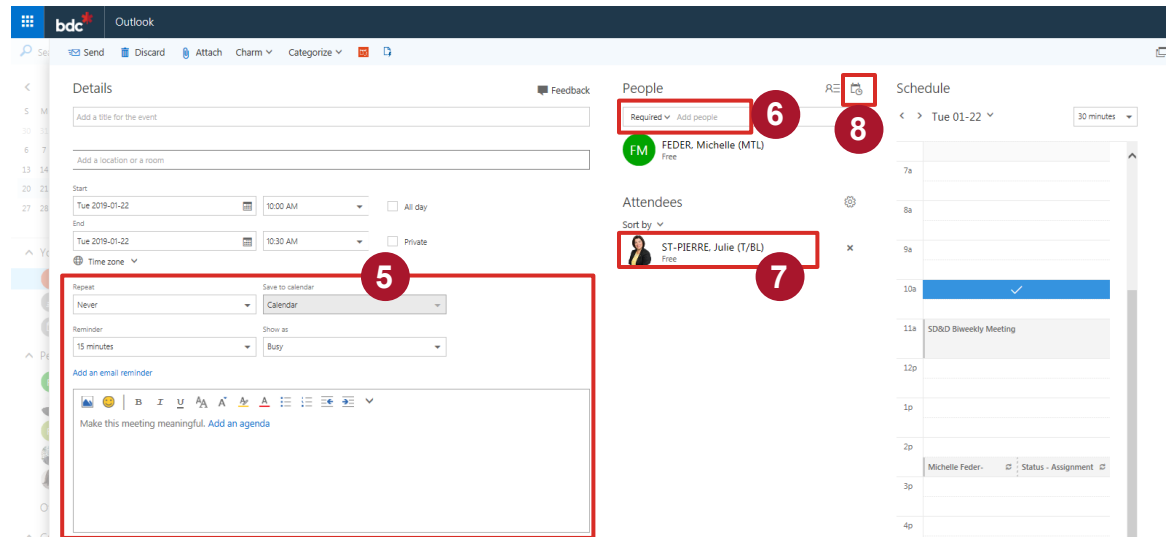
04.

In order to see if BDC employees are available for a proposed meeting do the following (this will not work for people outside the BDC):
Click on 'New' to create a new calendar event



05.

The meeting details can be filled out here



06. Type the name of the people you want to invite to the meeting here. You can add more than one person.

07. Their names will be added here.

08. This button is the 'scheduling assistant'. It will let you know if your invitees are available!
*You do NOT need to ask people 'share' their calendars with you to see this.



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09.

You can play with possible dates and times here

10.

Here you can see who is busy and who is free

11.

Click **OK** if you want to proceed to schedule the meeting

12.

And **send**

This screenshot shows the Outlook interface for creating a new event. The 'Details' pane on the left is highlighted with a red box and a circled '9', showing the 'Start' and 'End' time fields set to Wednesday, January 16, 2019, at 10:00 AM and 10:30 AM. The 'OK' button in the top toolbar is also highlighted with a red box and a circled '11'. The main calendar view shows a 'Busy' block for the same time slot, highlighted with a red box and a circled '10'. Other events visible include 'Diane Semi on vacation', 'INTERVIEW - Strategic Advisory Services Solutions Room 4A25', and 'F2019 - Q3 Performance Results_AS Leadership team WebEx Online'.

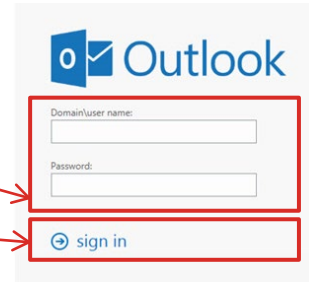
This screenshot shows the Outlook interface for sending a meeting. The 'Send' button in the top toolbar is highlighted with a red box and a circled '12'. The 'Details' pane on the left shows the meeting title 'Kickoff meeting', location 'At the client', and start/end times of 3:00 PM and 4:00 PM on Wednesday, January 16, 2019. The 'Attendees' list includes FEDER, Michelle (MTL), ST-PIERRE, Julie (T/BL), and DESROSIERS, Louis (CNM). The 'Schedule' pane on the right shows the meeting time slot and other events like 'BIOS & BDC, Rapport Finale', 'Biweekly SD&D Team Meeting', and 'SBS Weekly Team Meeting (45 minutes)'.



Steps for sharing Outlook calendar

01.

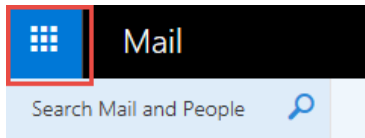
Go to: <https://outlook.office365.com/owa>
Enter your **BDC** email address and your **password**.
Then click on sign in.



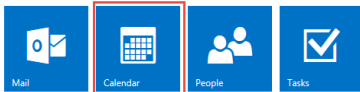
The screenshot shows the Outlook sign-in page. The Outlook logo is at the top. Below it are two input fields: "Domain/user name:" and "Password:". A red box highlights both input fields. Below the input fields is a "sign in" button, also highlighted with a red box. Red arrows point from the text in step 01 to these elements.

02.

Click on the **icon** on the upper left corner of the window.

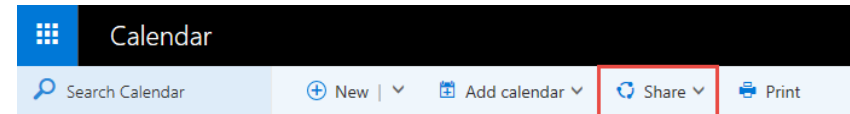


Select **calendar**.



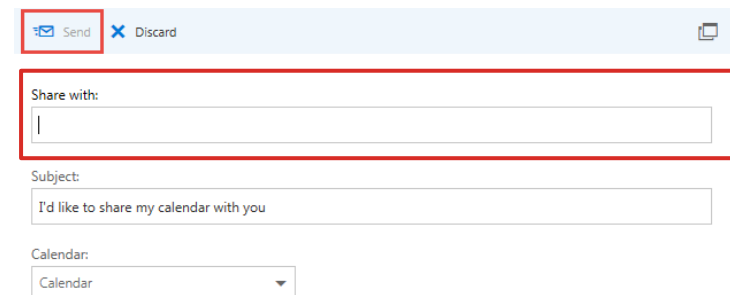
03.

Click on **share**



04.

Enter the email address of the person you want to share your calendar with.
Click on **Send**



The screenshot shows the Outlook share dialog. At the top are "Send" and "Discard" buttons. Below them is a "Share with:" input field, which is highlighted with a red box. Below that is a "Subject:" input field with the text "I'd like to share my calendar with you". At the bottom is a "Calendar:" dropdown menu with "Calendar" selected.