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"**

.

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
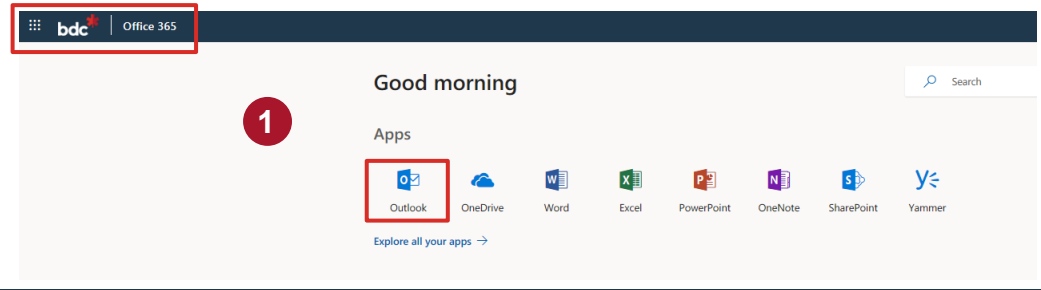Roger Flynn
FLYNRO
Amanda Burn
BURNAM

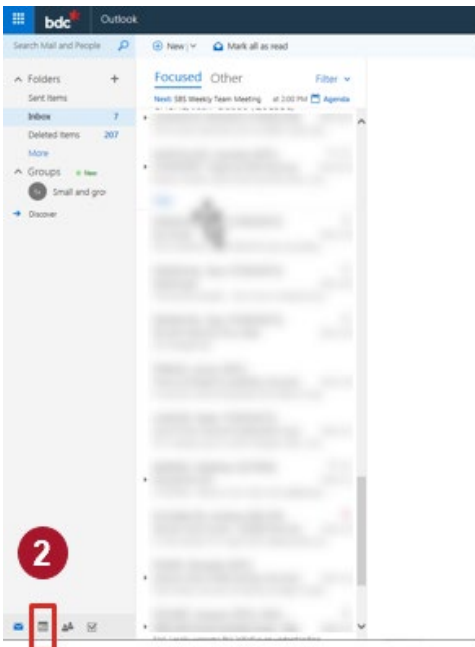# Steps on how to access BDC calendars

01.

Open your BDC **Outlook** Application
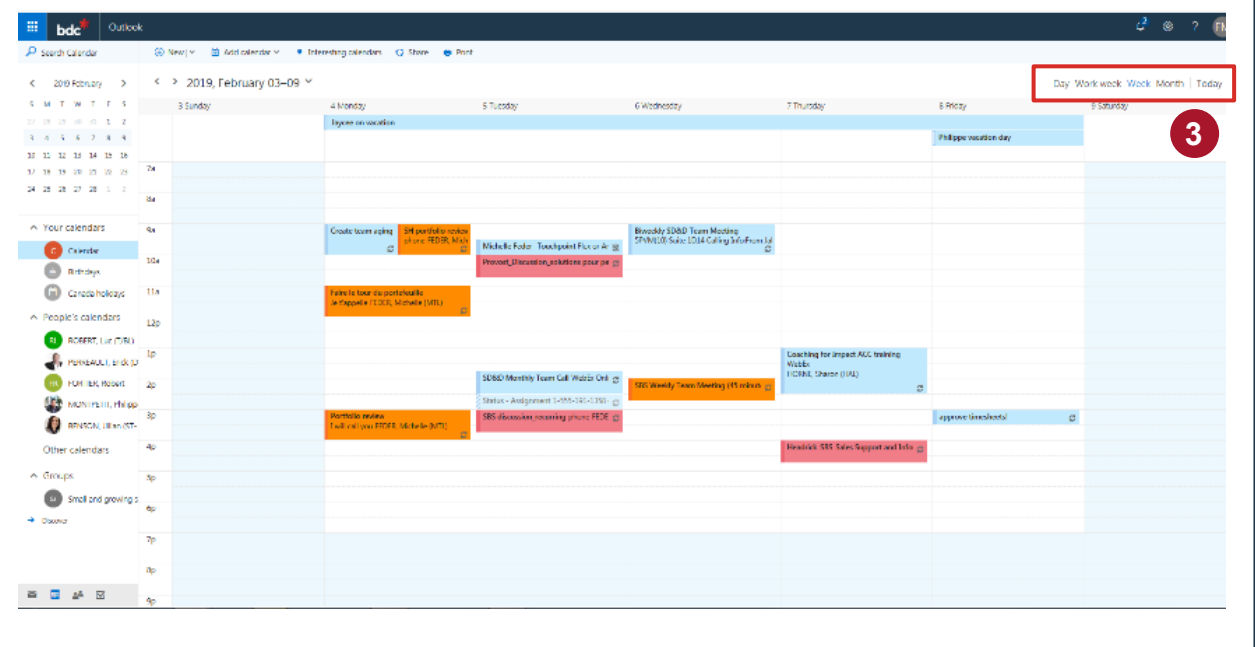in Office 365

02.

The **calendar** icon is at the bottom

03.

You can choose your calendar view. By week, workweek, month etc.
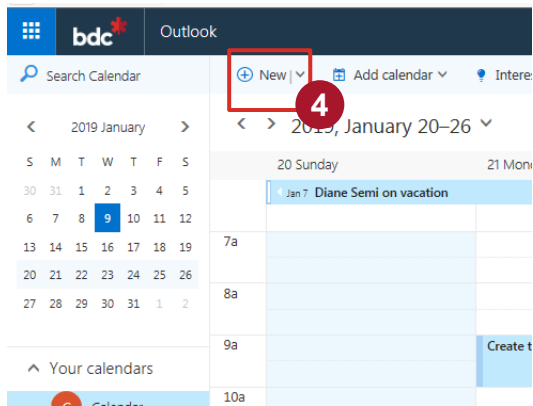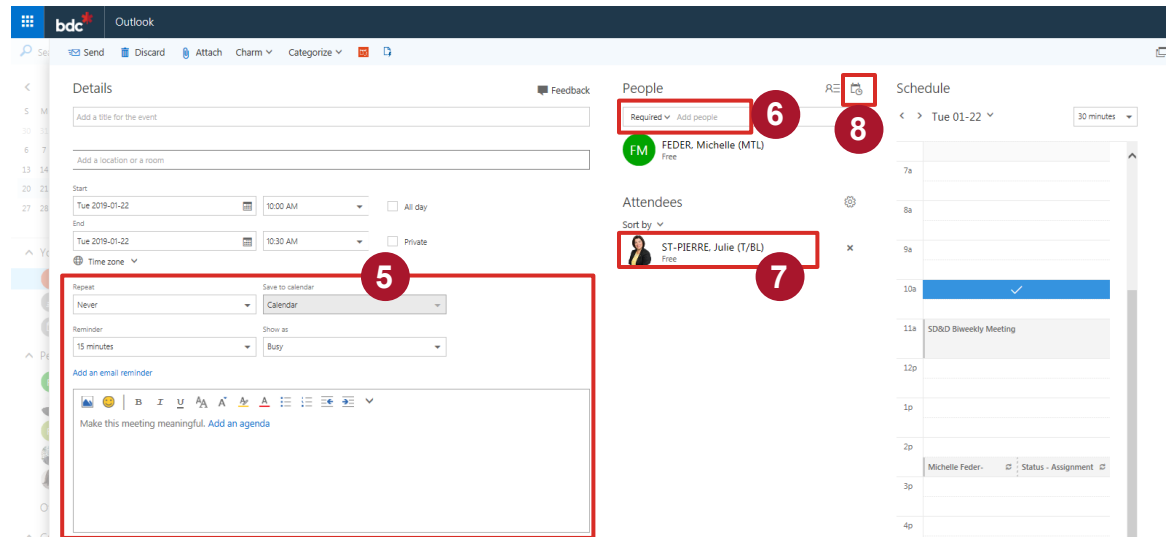
Steps on how to access BDC calendars

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.

Steps on how to access BDC calendars

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**

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.

Outlook

02.
Click on the **icon** on the upper left corner of the window.

Mail

Search Mail and People

Select **calendar.**

Mail   Calendar   People   Tasks

03.
Click on s**hare**

Calendar

Search Calendar   New | Add calendar   Share   Print
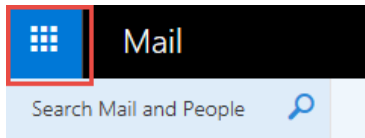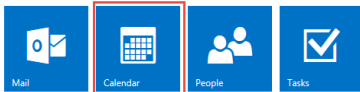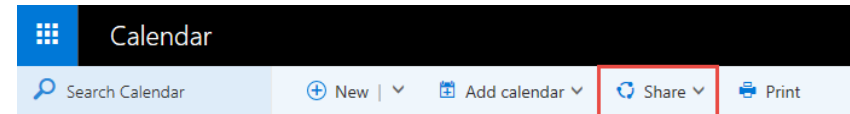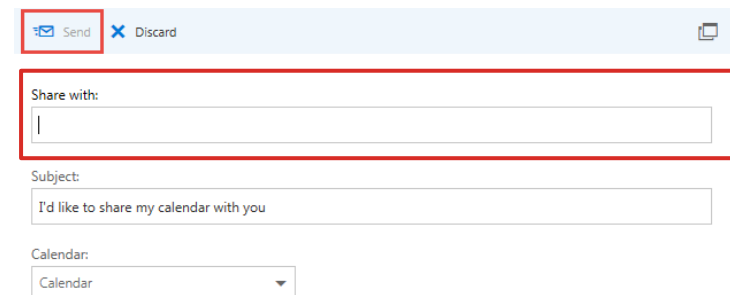
04.
Enter the email address of the person you want to share your calendar with.
Click on **Send**

Send   Discard

Share with:

Subject:
I'd like to share my calendar with you

Calendar:
Calendar