

Windows



Publish your TU Delft calendar

For use by: Students, Employees
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Owner: ICT

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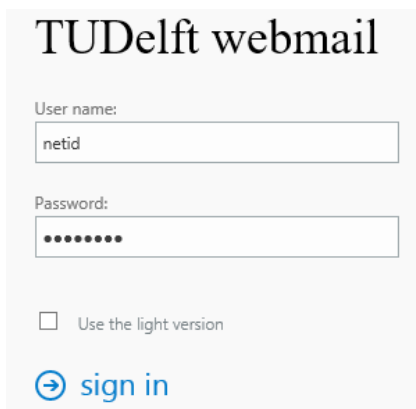
Publish your TU Delft calendar

Before you begin

In this manual you will find instructions how to publish your TU Delft calendar with external persons. There are 2 ways possible to share the calendar. Method 1 is sharing with certain people or Method 2 is sharing with everyone external via a public link.

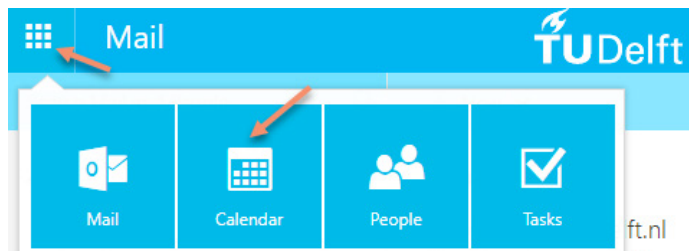
Method 1.

Step 1. Log in to webmail.tudelft.nl.

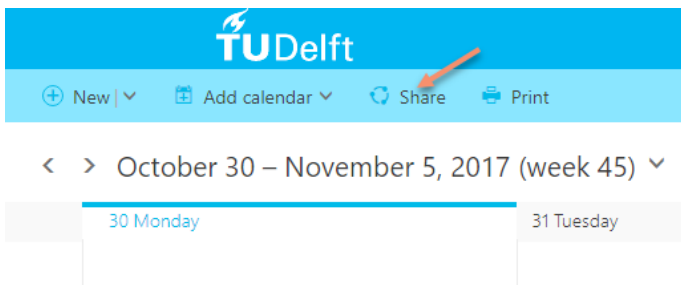


The image shows the login page for TU Delft webmail. It features a header with the TU Delft logo and the text 'TU Delft webmail'. Below the header are two input fields: 'User name:' with the text 'netid' and 'Password:' with a masked password. There is a checkbox labeled 'Use the light version' and a 'sign in' button with a right-pointing arrow.

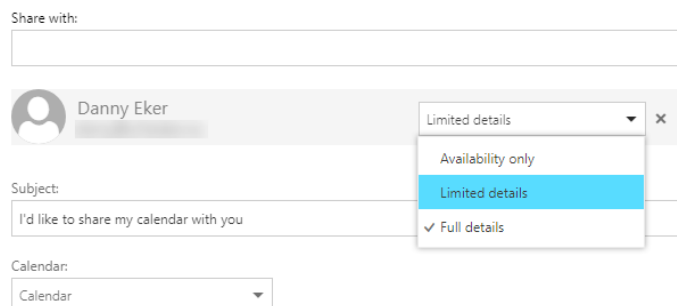
Step 2. Choose "Calendar" from the square buttons in the upper left corner.



Step 3. Choose "Share".

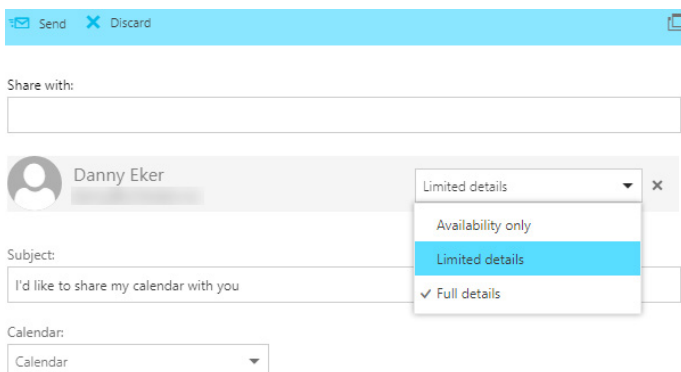


Step 4. Enter the e-mail address of the person you want to access your calendar and choose the level of detail they will see.



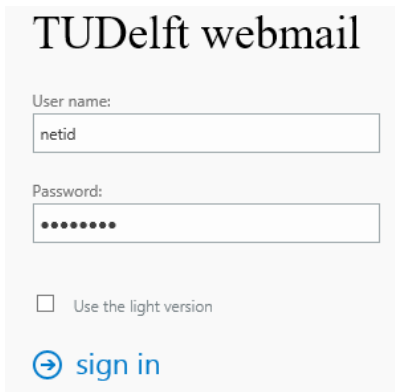
The image shows the 'Share with' dialog box in the TU Delft webmail. It has a 'Share with:' input field at the top. Below it, a contact named 'Danny Eker' is selected. A dropdown menu is open, showing three options: 'Limited details' (selected), 'Availability only', and 'Full details'. Below the contact information, there is a 'Subject:' field with the text 'I'd like to share my calendar with you' and a 'Calendar:' dropdown menu set to 'Calendar'.

Step 5. Click "Send" to send the invitation.

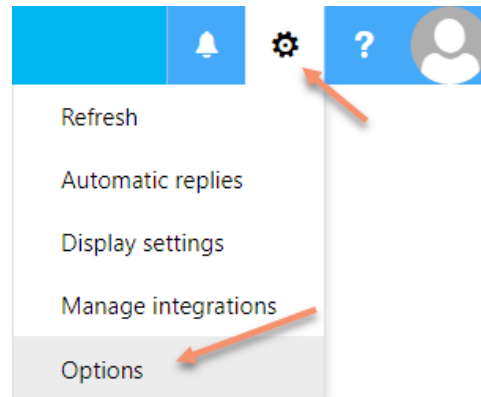


The image shows the 'Send' dialog box in the TU Delft webmail. It has a 'Send' button and a 'Discard' button at the top. Below, it shows the 'Share with:' input field, the contact 'Danny Eker', the subject 'I'd like to share my calendar with you', and the 'Calendar:' dropdown menu set to 'Calendar'. A dropdown menu is open, showing three options: 'Limited details' (selected), 'Availability only', and 'Full details'.

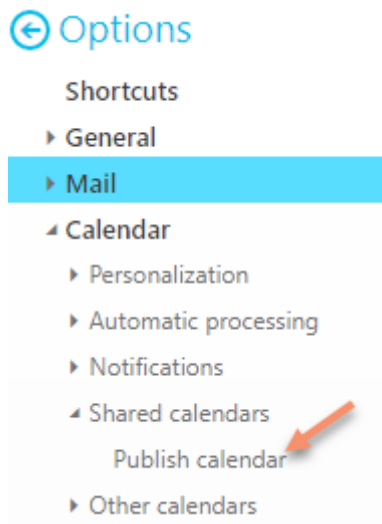
Step 1. Log in to webmail.tudelft.nl.



Step 2. Choose "Options" from the top right corner (the gear icon).



Step 3. In the left tree, open the "Calendar" tree options, go to "Shared calendars" and click "Publish calendar".



Step 4. Select the level of detail you would like to share. The recommended setting for access level is Limited details and to only send a private link (URL) to people you trust. Afterwards click "Save".

 Save  Discard

Publish calendar

You can publish a calendar. Use an HTML link if you want recipients to view the calendar in a browser or an ICS link if you want them to subscribe.

Select a calendar

Calendar

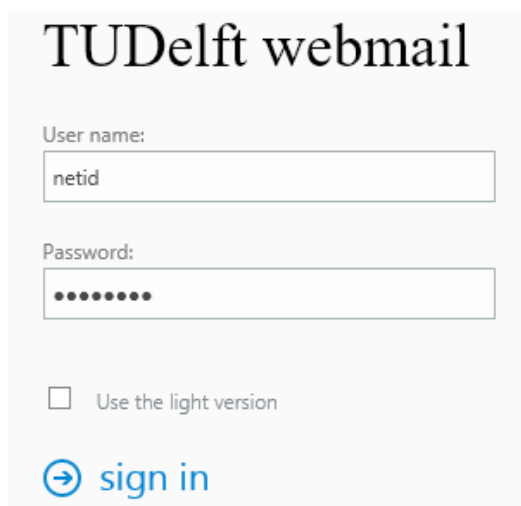
Select permissions

Limited details

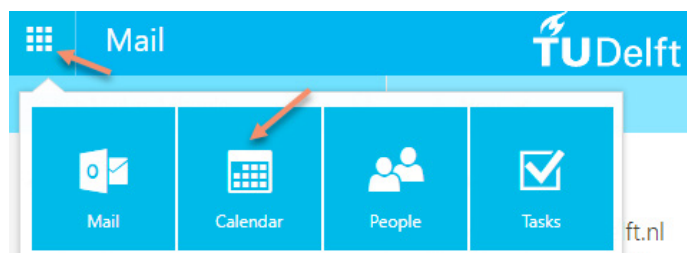
HTML <https://webmail.tudelft.nl/owa/calendar/9088add02781497cae057979cc576705@tudelft.nl/61fedf8327b44e54be037af45f27572e12885736939411811552/calendar.html>
ICS <https://webmail.tudelft.nl/owa/calendar/9088add02781497cae057979cc576705@tudelft.nl/61fedf8327b44e54be037af45f27572e12885736939411811552/calendar.ics>

To check what your calendar sharing permissions are

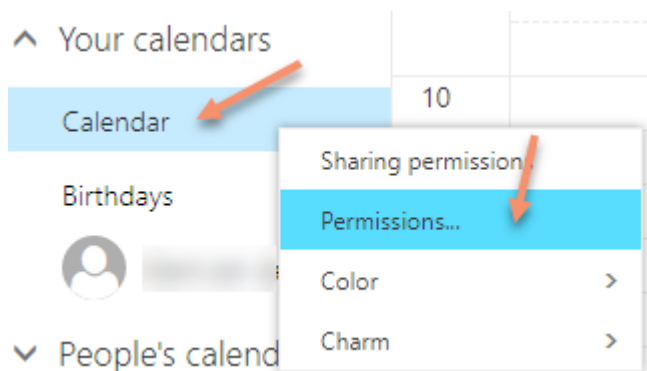
Step 1. Log in to webmail.tudelft.nl.



Step 2. Choose "Calendar" from the square buttons in the upper left corner.



Step 3. Right click "Calendar" and choose "Permissions".



Step 4. You will see the calendar sharing settings with people inside and outside your organization

