

Practical Examples

Creating a Shared Company Calendar

This document explains how to create and share a public Calendar folder when using Outlook in conjunction with Softalk Share Server.

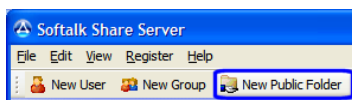
It is assumed that the server software and client software have already been installed and that at least two users have been created.

Softalk Share Server can be installed in two ways on the client computers.

You can replace your existing PST with a Softalk Share Server store which means you will be able to see your own Personal folders, other user's Personal folders that have been shared to you and Public folders that have been shared to you.

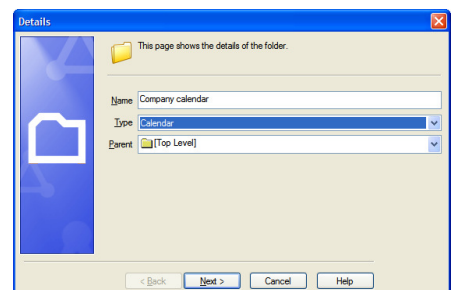
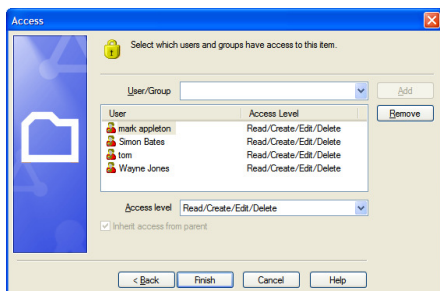
You could instead have an additional "secondary" store alongside your existing PST store, which is used for sharing Public folders only. We will assume for the sake of this example that you have replaced your PST. The setting of permissions is identical. You will only see a difference within Outlook.

Open the Softalk Share Server administrator program and click the "New Public Folder" button in the Softalk Share Server administrator toolbar.



The page that pops up allows you to give your new public folder a name, in this case "Company Calendar" and it also lets you choose the type of folder to create, in this case a Calendar folder. If you have nested folders

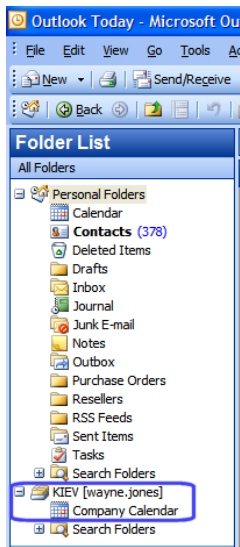
you can also choose which one this new folder should be underneath, by selecting the relevant folder from the Parent drop down list.



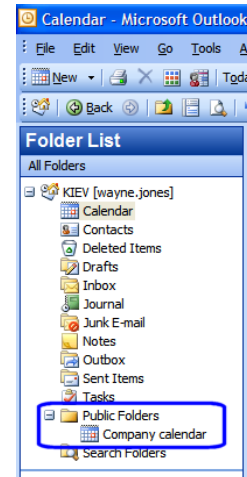
Softalk Share Server

The next page allows you to set permissions for users to gain access. In this example we have selected four users and given them all Read/Edit/Create/Delete permissions. Press Finish to complete the task.

In Outlook you will see the new public calendar folder, similar to the image on the right, under a folder called "Public Folders". Any public folders you create will be here. This is a normal Outlook folder and behaves as such. In this instance Wayne, Simon, Tom and Mark will be able to read, edit, create and delete appointments in the "Company calendar" public folder.



If you have installed the Softalk Share Server client as Public Folders only, you will see a slightly different view in Outlook, similar to the image on the right. Your PST is your main store with a secondary store underneath, in this case called:- KIEV [wayne.jones]



Either way, we have now created a company calendar for all to use.

Definitions

personal folder - *your own Outlook folders such as Calendar, Contacts and Tasks. Outlook calls these "personal folders".*

public folder - *an Outlook folder created in Softalk Share Server which is not owned by a specific user.*

shared folder - *a personal or public folder that has been shared to a user or group of users.*