

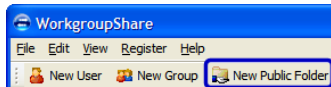
Practical Examples

Creating a Shared Company Calendar

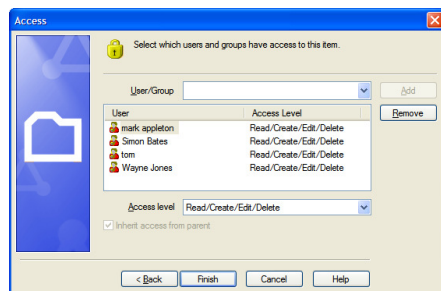
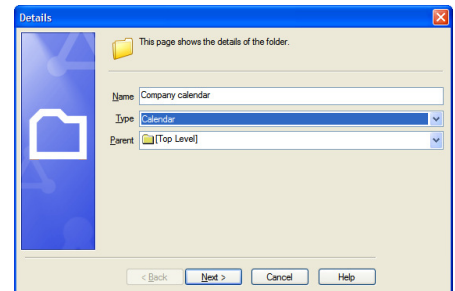
This document explains how to create and share a public Calendar folder when using Outlook in conjunction with WorkgroupShare.

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

Open the WorkgroupShare Administrator program and click the "New Public Folder" button in the WorkgroupShare Administrator toolbar.

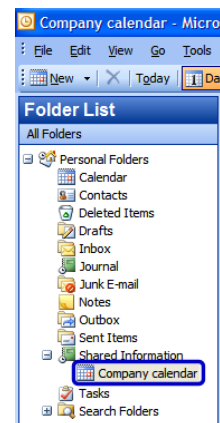


The page that pops up allows you to give your new public folder a name, in this case "Company Calendar" and it also lets you choose the type of folder to create, in this case a Calendar folder. If you have nested folders you can also choose which one this new folder should be underneath, by selecting the relevant folder from the Parent drop down list.



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/Create/Edit/Delete permissions. Press Finish to complete the task.

In Outlook, after synchronizing, you will see the new public calendar folder, similar to the image on the right, under a folder called "Shared Information". Any public folders you create in the Administrator will show 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.



WorkgroupShare

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 WorkgroupShare 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.*