



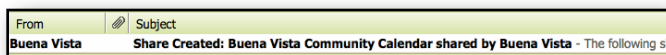
How to accept a Zimbra Calendar

Sharing a calendar in Zimbra

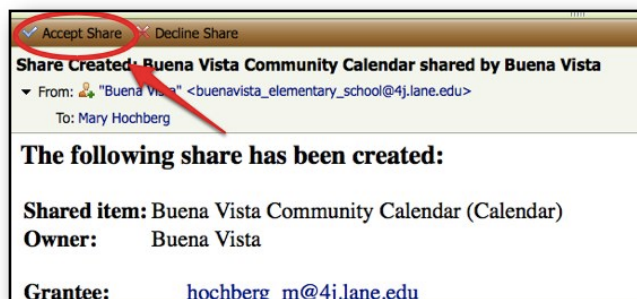
Zimbra calendars can be shared with both the general public and specific people. A calendar can be shared in a different way with different people. For example, a parent might only be able to view a calendar but not change it. A staff member might have “manager” rights and be able to add or change events on the calendar.

What to do when you receive a “share” message

A “share” message looks like this:

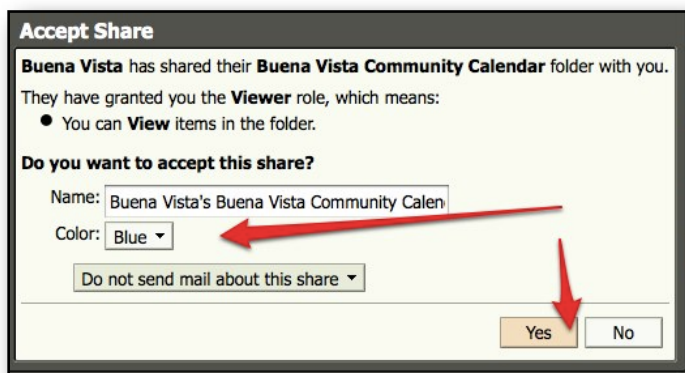


When you receive one, click on it. Above the message, there is an “Accept/Decline” box.



Click on “Accept Share.”

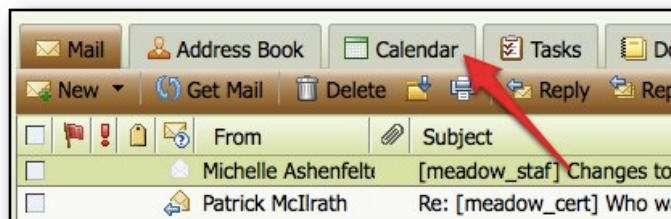
A new box opens up. Click on “Yes” to finish accepting the share. If you want to change the color of the calendar, you can click on the Color box and change it.



That's it! You can now see the shared calendar in your Zimbra account.

To use the shared calendar

Click on the calendar tab in Zimbra.



You can see all your calendars on the left of the screen. Since you may not want to see all the calendars all the time, you can remove the check to hide the ones you don't want to see. Adding the check brings it back.

