

## How can I have access to a shared calendar ("shared mailbox")?

### Products

	Name	Version
System	Windows/OSX	
Application	Outlook (Windows, OSX and Web)	

### Description

On request, a shared mailbox can be made available to groups and work units that are looking for a shared calendar that is not linked to an individual UNIL account. The shared calendars can then be displayed in Outlook (Windows, Mac and Web) and managed using already existing authorisation groups.

### Solution

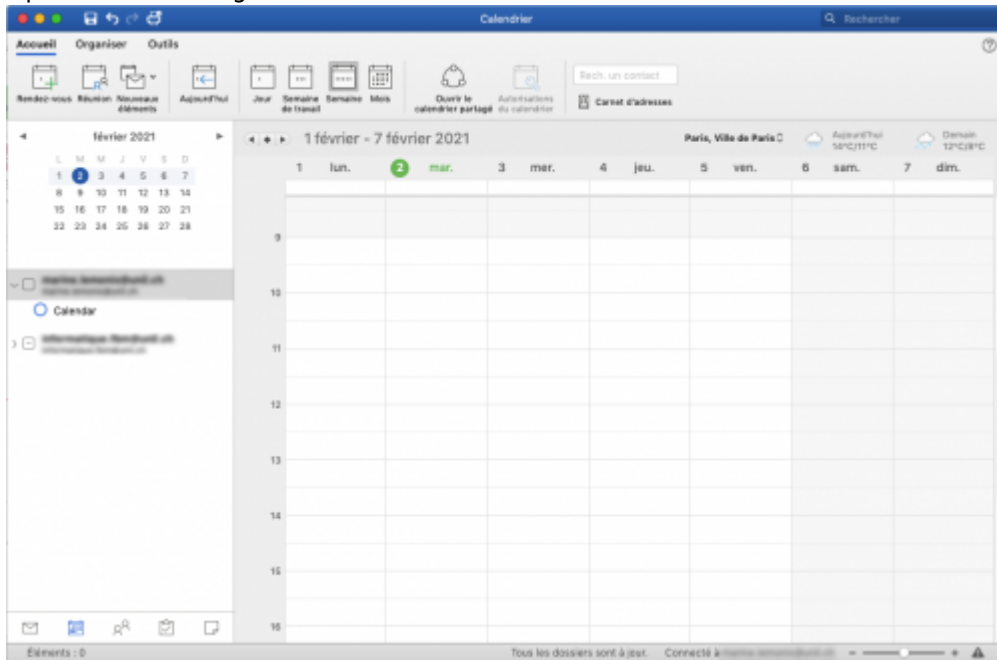
#### How to get a shared calendar ("shared mailbox")

If you are interested in a shared calendar ("shared mailbox"), please contact the [FBM IT support](#). Please note that the shared calendar will be linked to an inbox on which an automatic reply indicating that it has not been picked up will be set up.

#### How to access a shared calendar

##### Outlook

- Open Outlook and go to to the "calendar" tab.



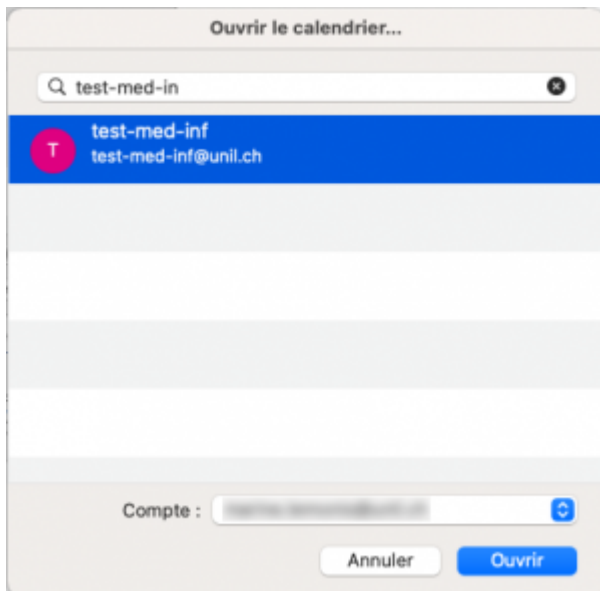
- Choose the option **Open a shared calendar**.



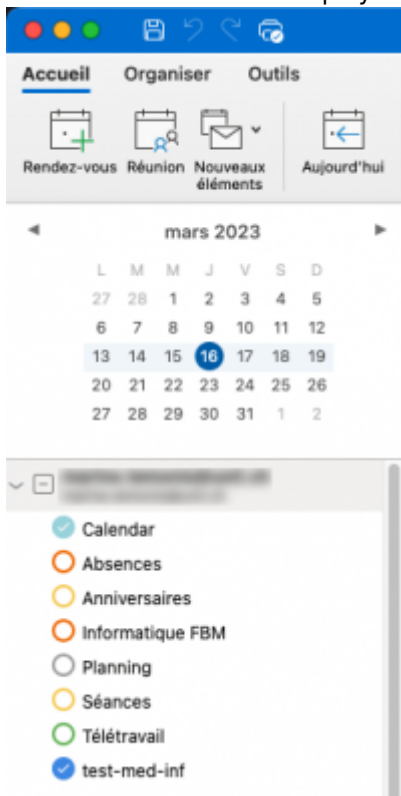
- In the new window, search for the calendar by its name and click on **Open**.

## Programme informatique de la FBM

How can I have access to a shared calendar ("shared mailbox")?



- The shared calendar is displayed in the list of your calendars.

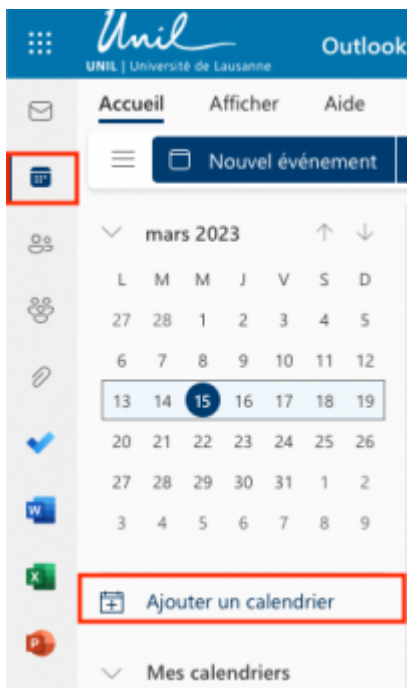


### Outlook Web

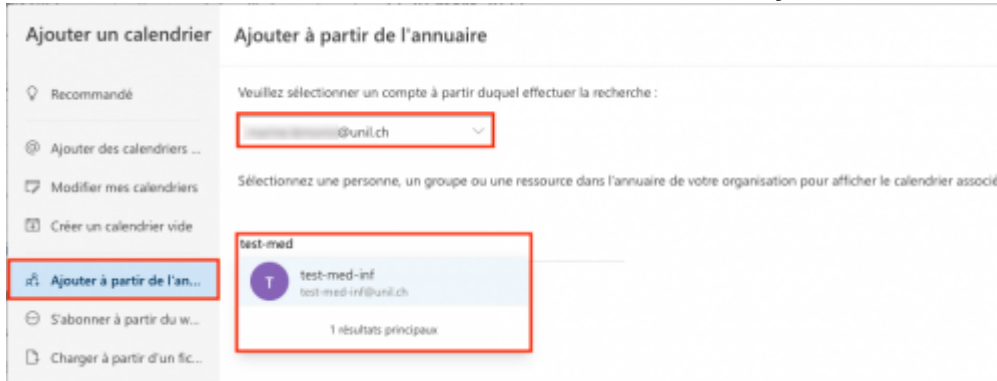
- Log on outlook.office.com, open the options in the left corner and click on "calendar".

## Programme informatique de la FBM

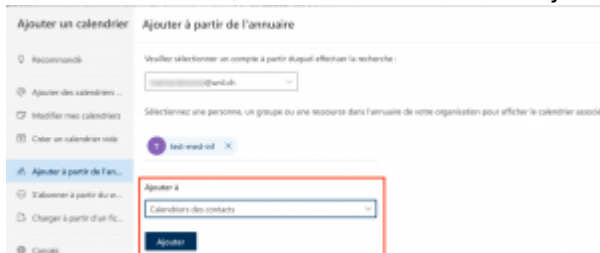
How can I have access to a shared calendar ("shared mailbox")?



- Choose **Add a calendar**, then **Add a calendar from directory**.



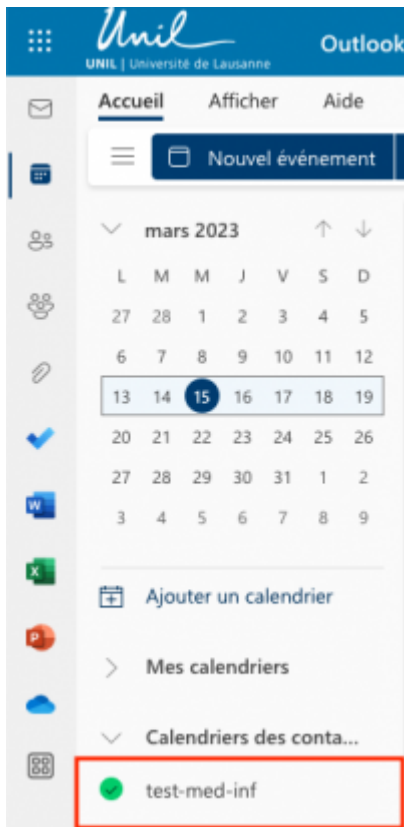
- In the new window, search for the calendar by its completed name and click on **Open**.



- The shared calendar is displayed in the list of your calendars.

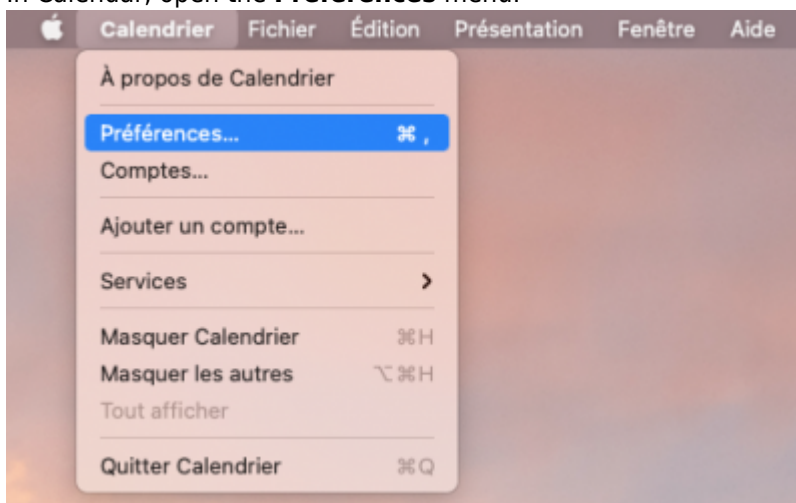
## Programme informatique de la FBM

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### Calendar on Mac (iCal)

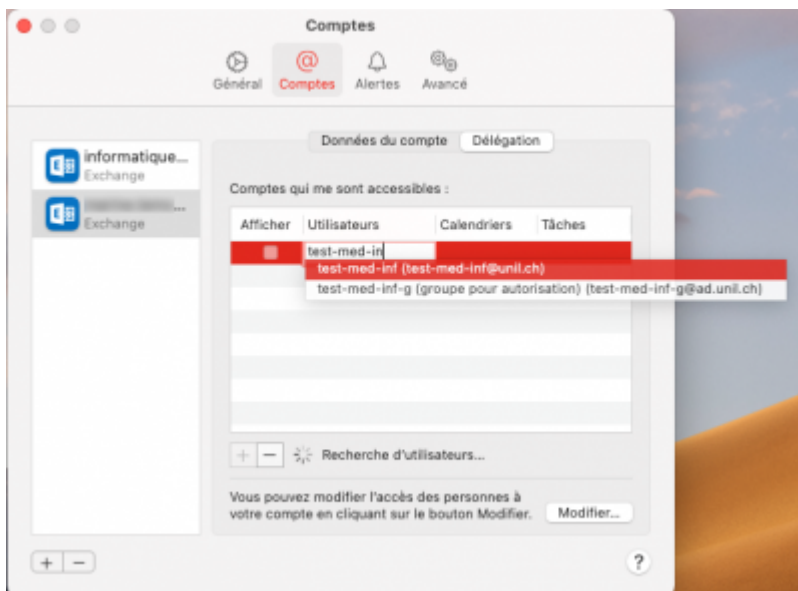
- In Calendar, open the **Preferences** menu.



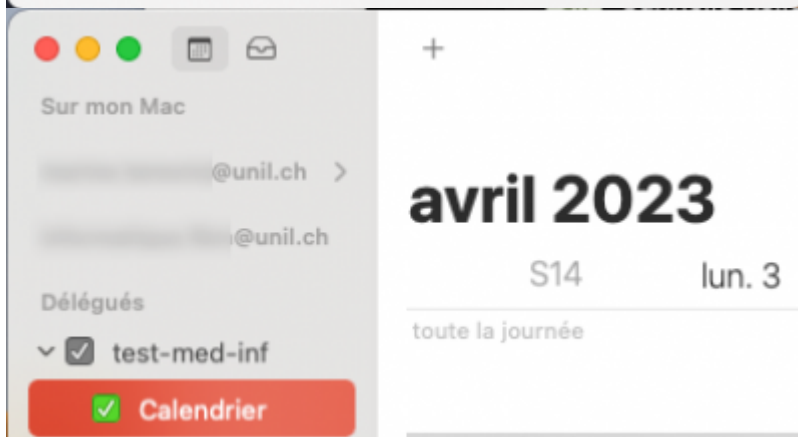
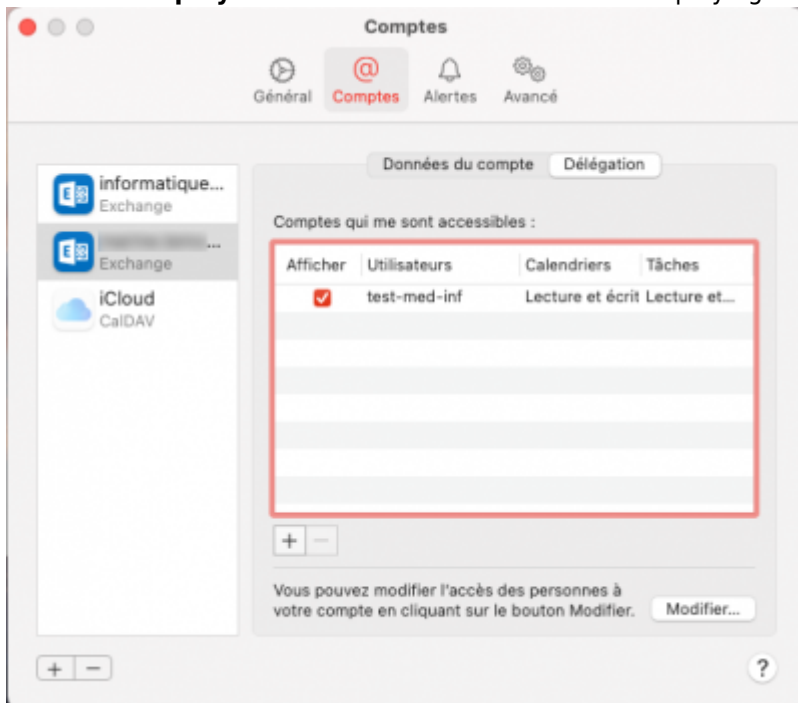
- Choose your account, go to **Delegation**, and then search the **shared mailbox** of your shared calendar.

## Programme informatique de la FBM

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- Check the **display box** in order that the calendar is displaying in your delegated calendars.



## Reference

**Documentation** : [Ci's blog](#)  
[calendrier](#), [partage](#), [exchange](#)