CDO Calendars

This is information related to the two CDO calendars. They both are in the som.cdo@yale.edu shared mailbox. The main calendar for the shared mailbox is what they use for CDO programs. There is a sub calendar folder which they use for tracking Vacation and Personal time.

Step-by-step guide

1. SOM CDO Mailbox Setup
   1. the shared mailbox is som.cdo@yale.edu
   2. In office 365 Exchange Admin, full access and send as permissions has been granted to Michele Grammatico, Gabrielle Hedge, Abigail Kies & Lauren Lepage.
   3. Changes to this list should be approved by Abigail or Michele.
   4. Michele is the primary manger of the mailbox.
   5. Gabrielle & Lauren have access so they can manage the inbox, move emails around and assign them or forward them to the appropriate CDO staff.

2. Sharing Calendar
   1. the main calendar is for Program specific information.
   2. CDO wanted just the managers to be able to add to the calendar and everyone else is read only.
   3. In order to setup shared permission, you have to have outlook log directly into the som.cdo@yale.edu mailbox.
   4. see sharing personal calendar for how to delegate a calendar to another user

3. Sharing Vacation/Personal Calendar
   1. Since this is a calendar folder and not the default calendar for som.cdo@yale.edu the sharing is slightly different.
   1. In order to access the folder “Sub folder”, you must be granted “Folder visible” permissions on the Inbox folder and the Mailbox itself. This allows you to actually traverse to that folder from the root of the Mailbox of your colleague.

   **Note:** The “Folder visible” permission really only makes the folder visible to that person, it will not display any of its contents.

   To set “Folder visible” permissions on a folder;

   1. Right click on a parent folder of the shared folder and choose Properties.
   2. Select the Permissions tab.
   3. Add the person who needs to be able to access a sub folder.
   4. Verify that this person is selected after adding it.
   5. Set the permission level to None.
   6. Select the “Folder visible” permission.

   2. Login directly to the som.cdo@yale.edu mailbox through outlook.
   1. right click and select share
   2. put the email of the user and what permission level.
   3. this will send them a link so they can open it in their outlook.

4. End User Configuration
   1. Abigail wants the calendars to show under other calendars. This is not possible for the people who have full rights to the mailbox but is for all others
   2. Full Access people
      1. add it as an additional mailbox.
   2. Other CDO users
      1. Open the program calendar
         1. outlook - file - open & Export - other user's folder
      2. name: som.cdo@yale.edu, folder: calendar
   2. Open Vacation calendar
      1. click the link in the email that was sent to the user when the share was created.
      2. If they cannot find the email, you have to re-share the folder to send the email again.
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- Configuring Devices with Office 365
- What is Office 365
- CDO Calendars
- How to make Imported IMAP folders are not visible or don’t show any content
- iOS Known Issues and workarounds