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# Stirling and Clackmannanshire Education Service



## 20#20 Excellence in Learning Technology



### A 5-Year Ambitious, Aspirational and Achievable ICT Strategy

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## Know Your Glow

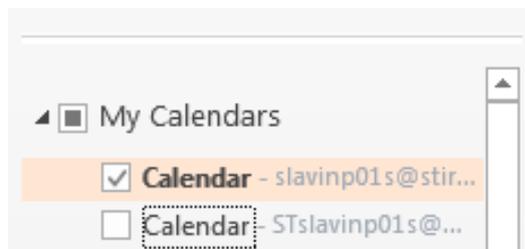
### Know Your Outlook 2013 Calendars

- When using the Outlook 2013 desktop version, the “Calendar” option can be found at the bottom left of the page that you are on.



### Multiple Calendars

- In Outlook 2013, it is easy to view many calendars at once – so make sure you know which one is yours! Check in the pane at the left hand side of the page – it will say “Calendar” or “Calendar – you@youraddress”
- Tick the box to display a calendar, or untick the box to hide a calendar.
- Choose your preferred view (day, week, month or schedule etc) by selecting from the options at the top of the page.



### Sharing your Calendar with other people

*Unsurprisingly, there are a host of sharing options – you may have to find the best option for you!*

When you use Outlook with an Exchange account, calendars can be shared between people. Calendar sharing is not limited to the default Calendar folder that is created in all Outlook profiles. You can create additional calendar folders and choose which of those folders to share. For example, you can create a calendar folder for a specific project and share it with your co-workers. Optionally, you can grant them permission to modify the events and appointments in the calendar.

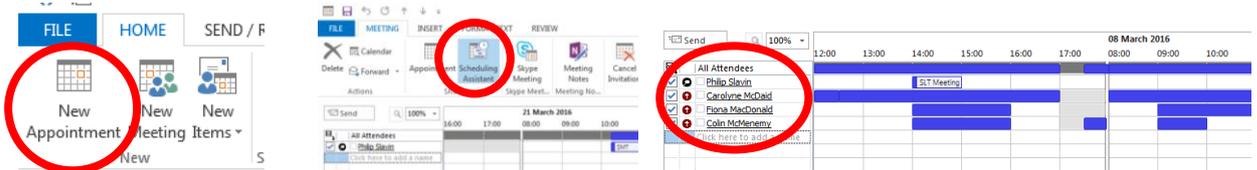
- But always remember that any message, contact, or task in Outlook can be marked private so that others don't see the item in a shared folder.
- The main options for sharing your calendar, and viewing others' are shown on the next page.

## Improving Life Through Learning

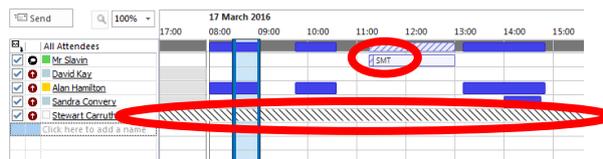
*20#20 Excellence in Learning Technology Vision is one of high achievement, attainment, ambition and inclusion, promoting excellence for all our children and young people across Stirling and Clackmannanshire through the use of 21st Century learning technologies.*

## Understanding Sharing and Viewing default settings

- It is important to understand that, by default, everyone can see when you are free/busy. This means that co-workers can 'busy search' your diary without you having to share first.
- To see this in action, choose New Appointment, then Scheduling Assistant, then try adding people in your organisation using their email address.



- The blue bar in the 'All Attendees' row allows you to see available times at a glance.
- The key at the bottom explains the meaning of different shadings.
- Where someone has already shared, and allowed you greater access to, their calendar you will be able to see more details about their appointments (see below)



- If you are creating a meeting in your Glow account calendar, you will not be able to see any information about other people who do not have a Glow account (see above)

## Sharing Options – Sharing within your organisation

- ✓ [Share your default Calendar folder with specific people](#)
- ✓ [Share your default Calendar folder with everyone](#)
- ✓ [Share a custom calendar folder with specific people](#)
- ✓ [Share a custom calendar folder with everyone](#)
- ✓ [Revoke or change other people's access to your calendar folders](#)
- ✓ [Share your calendar by using Delegate Access](#)

## Sharing Options – Sharing with anyone outwith your organisation

- ✓ [Save a calendar as an iCalendar file](#)
- ✓ [Publish a calendar to a Web server](#)
- ✓ [Save a calendar as a Web page](#)
- ✓ [Send your calendar via e-mail](#)

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## Further help and guide-sheets

<https://blogs.glowscotland.org.uk/st/sctech4learning/>

<https://blogs.glowscotland.org.uk/st/sctech4learning/know-your-glow/know-your-glow-helpsheets/>

<https://support.office.com/>

<http://tinyurl.com/kq2de56>

<https://glowscotland.sharepoint.com/sites/GlowHelp/SitePages/Home.aspx>

## Our Vision

The 20#20 Excellence in Learning Technology Vision is one of high achievement, attainment, ambition and inclusion, promoting excellence for all our children and young people across Stirling and Clackmannanshire through the use of 21<sup>st</sup> century learning technologies.

The 20#20 Excellence in Learning Technology Vision is closely aligned with the Scottish Government's ICT in Learning Vision; *"Scotland's educators, learners and parents take full advantage of the opportunities offered by technology in order to raise attainment, ambition and opportunities for all."*

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