

Shared Calendars and Distribution Lists FAQ

Question: How can I create a shared distribution list in my school that's visible to all users within the school?

Answer: You may create a distribution list in the Public->Contacts folder within the school-specific section (identified as <DCSF code> Schoolname). Each distribution list created in this section will be viewable by all staff within the school.

Question: Can I share my calendar with users using OWA?

Answer: Yes you can, after you have allocated the correct permissions for the user to view your calendar. Do this by signing into StaffMail using a copy of Outlook 2003 or 2007. Use the permission tools and select the users who you wish to be able to see your calendar. If users wish to access a shared calendar using OWA, they will need to access the calendar using the following format URL:

<https://mail.lgflmail.org/owa/<users emailaddress>/?cmd=contents&f=<calendarname>>

This process is documented within the user guide in further detail.

Question: Can we have a centrally administered school calendar that all the staff can then view?

Answer: Yes - to do this create a shared mailbox within the LGfL support site. You can then allow all required users the ability to access the folder. Users can then access the calendar within that mailbox as a shared calendar. See the LGfL StaffMail user guide for more details.

Question: Is it possible to import our shared calendar into OWA for all users to view?

Answer: Yes - to do this create a shared mailbox within the LGfL support site. You can then allow all required users the ability to access the folder. Users can then access the calendar within that mailbox as a shared calendar. See the LGfL StaffMail user guide for more details.