

## Adding Secondary Calendar Accounts to MaaS360

Adding a secondary calendar to a MaaS360 app is a three step process:

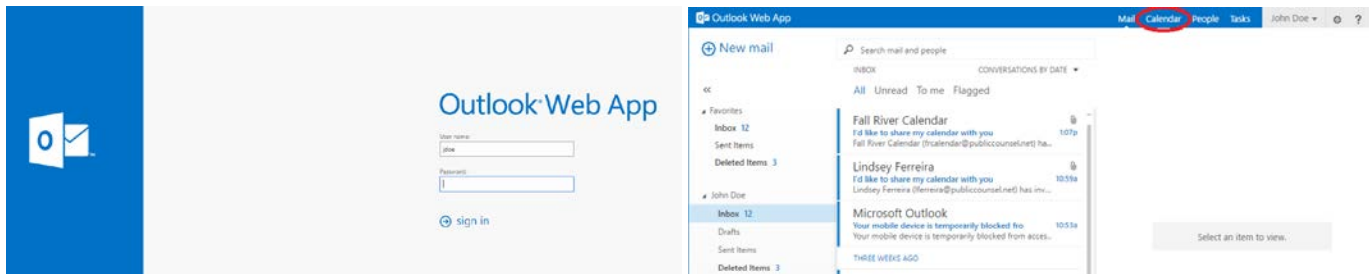
Step 1: Grant permissions and send invite of the calendar to the user of the MaaS360 app. This is done from a computer.

Step 2: Accept calendar share invite in email. This is done from a computer

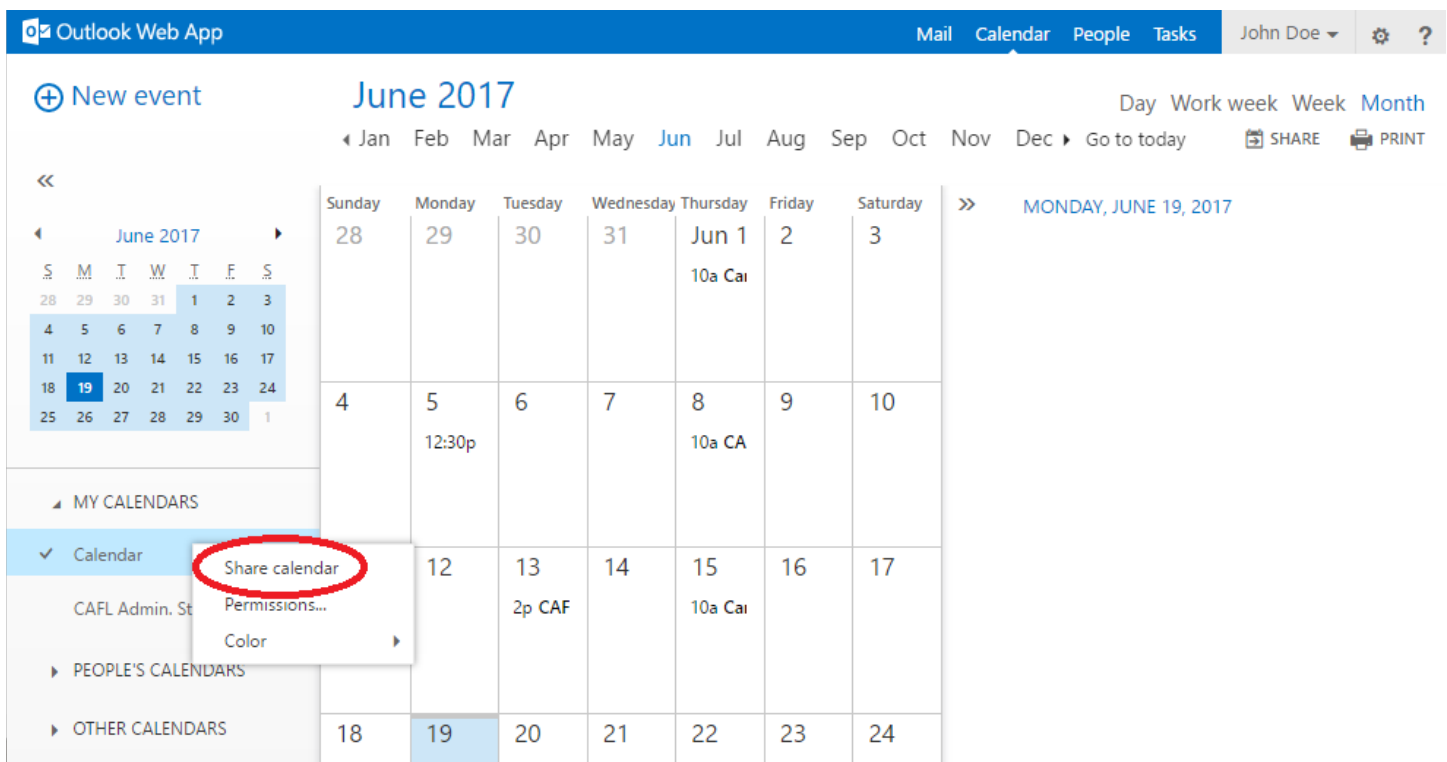
Step 3: Add the email account as a "delegate" in the MaaS360 app. This is done from the phone.

### Step 1: Grant permissions and send invite of the calendar to the user of the MaaS360 app. From a computer:

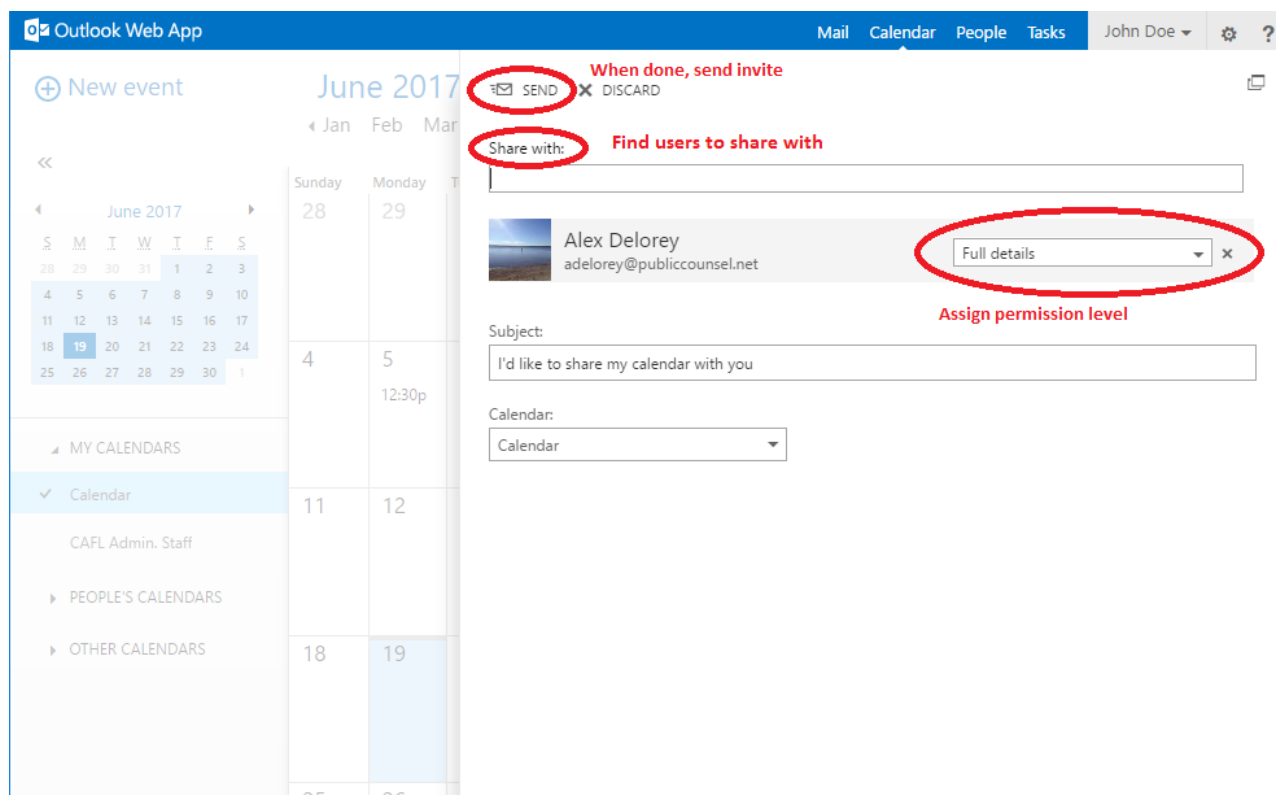
Log into WebMail for the calendar account to shared: <https://webmail.publiccounsel.net/owa> and navigate to calendar pane



Once in Calendar, right click on the calendar to be shared and choose "Share Calendar"



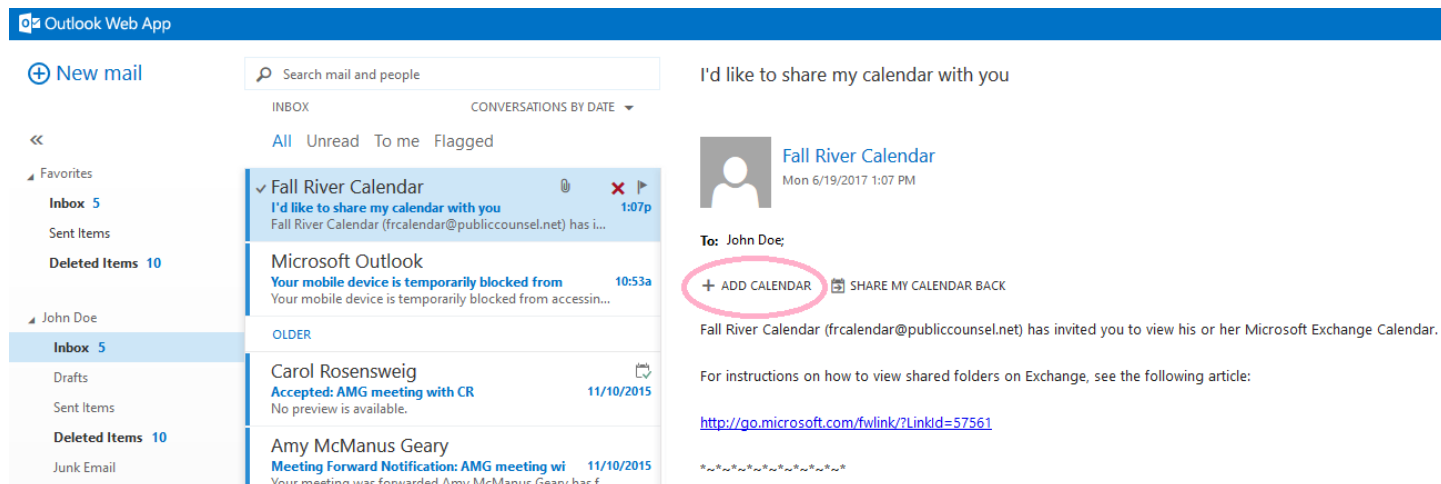
In the “Share with:” field, input names and select users calendar is to be shared with. Please be sure to assign appropriate permissions to each user. Once this is done, select “SEND”



Clicking on “SEND” sends an invite to all users. This invite must be accepted in either Outlook or the WebApp:

## Step 2: Accept calendar share invite in email. From a computer:

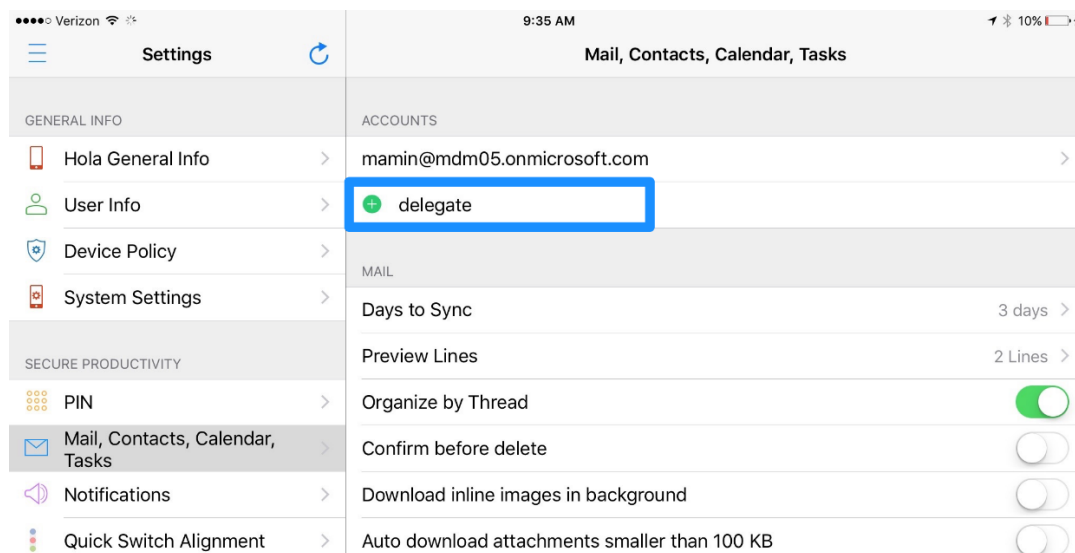
Log into WebMail of the account that the calendar has been shared to. Select “ADD CALENDAR” in the body of the email invite



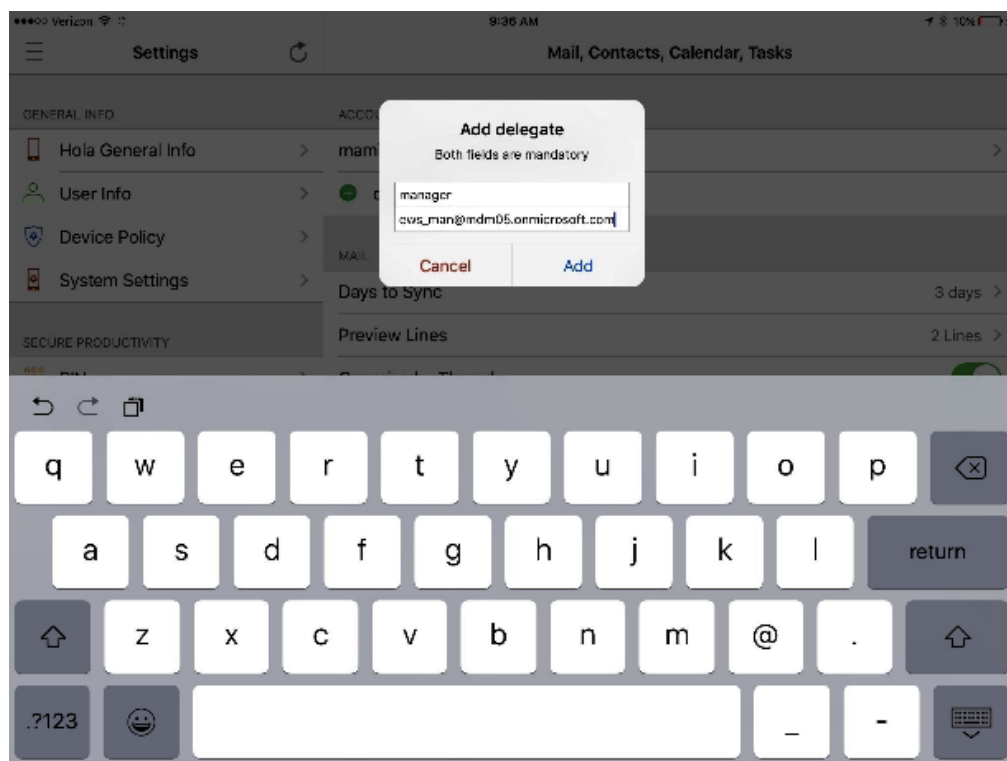
**Step 3: Add the email account as a “delegate” in the MaaS360 app. From the MaaS360 app on the phone:**

Once the sent invite has been accepted in either Outlook or the WebApp. In the MaaS360 app --> Settings --> Mail, Contacts, Calendar --> Delegate

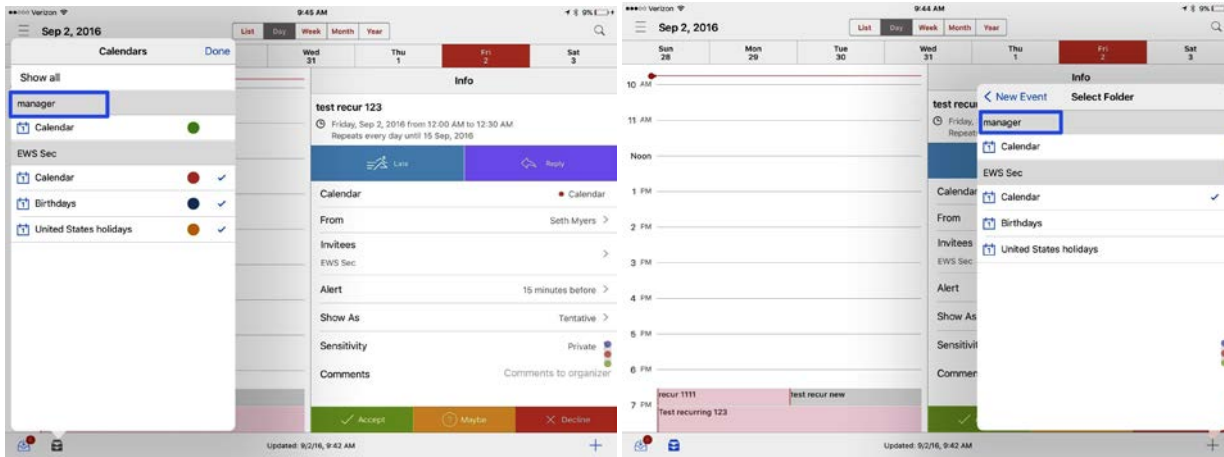
Tap “delegate”



Put full email address of the account calendar was shared from:



Calendar can be accessed via MaaS360 app --> Calendar --> Select double inbox icon from bottom of the screen



If you have any questions or need further assistance, please open a helpdesk ticket by sending an email to [helpdesk@publiccounsel.net](mailto:helpdesk@publiccounsel.net)