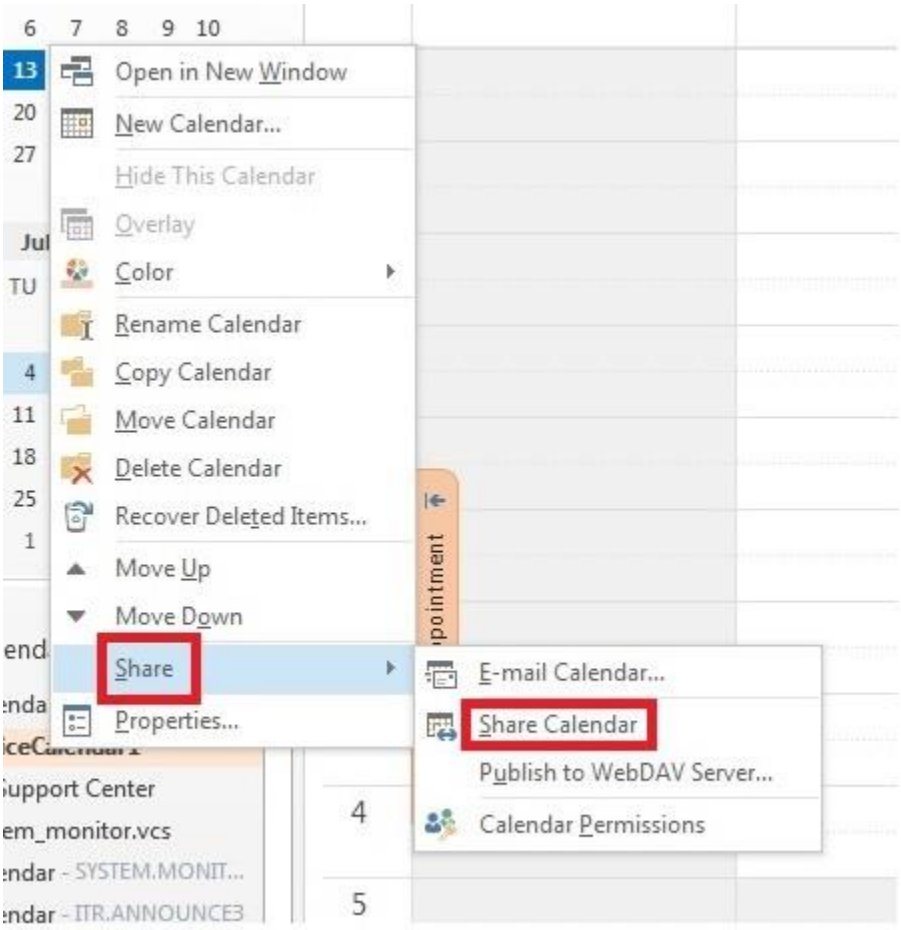
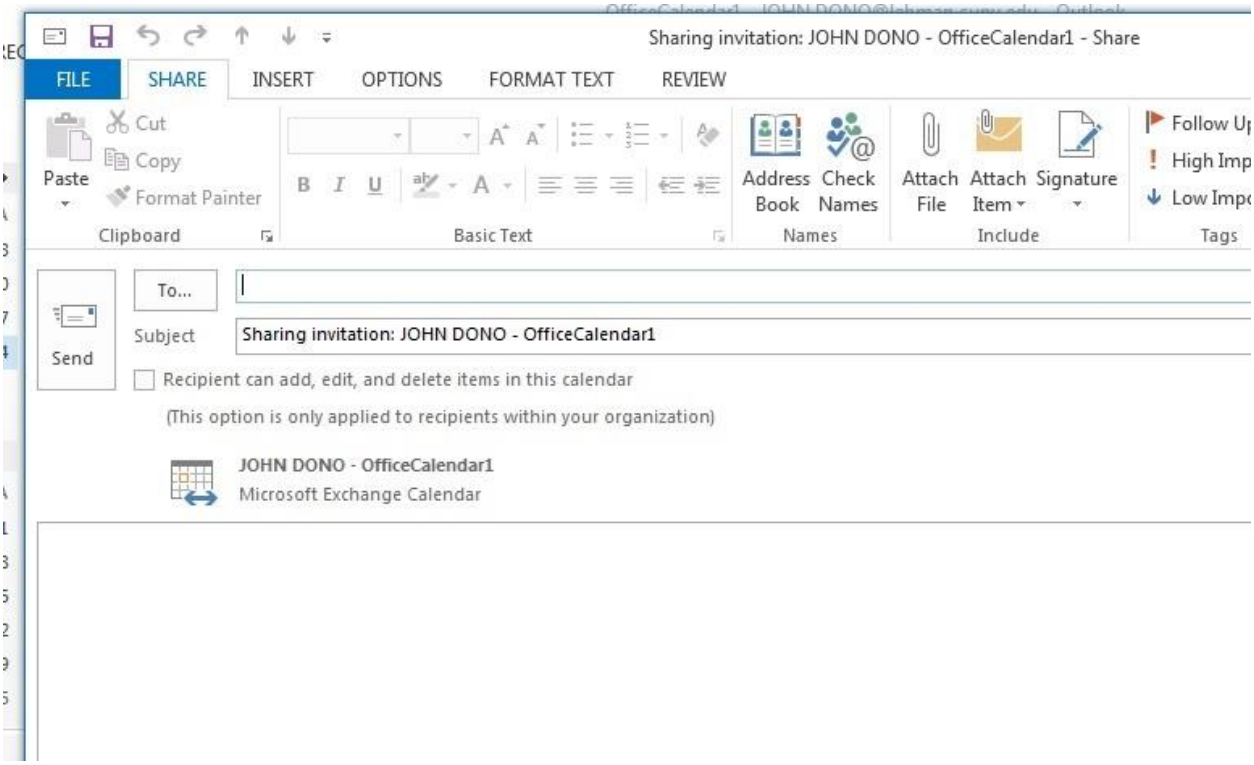
Error Message When Sending an Invite to Share an Exchange Calendar

Updated: June 13, 2017

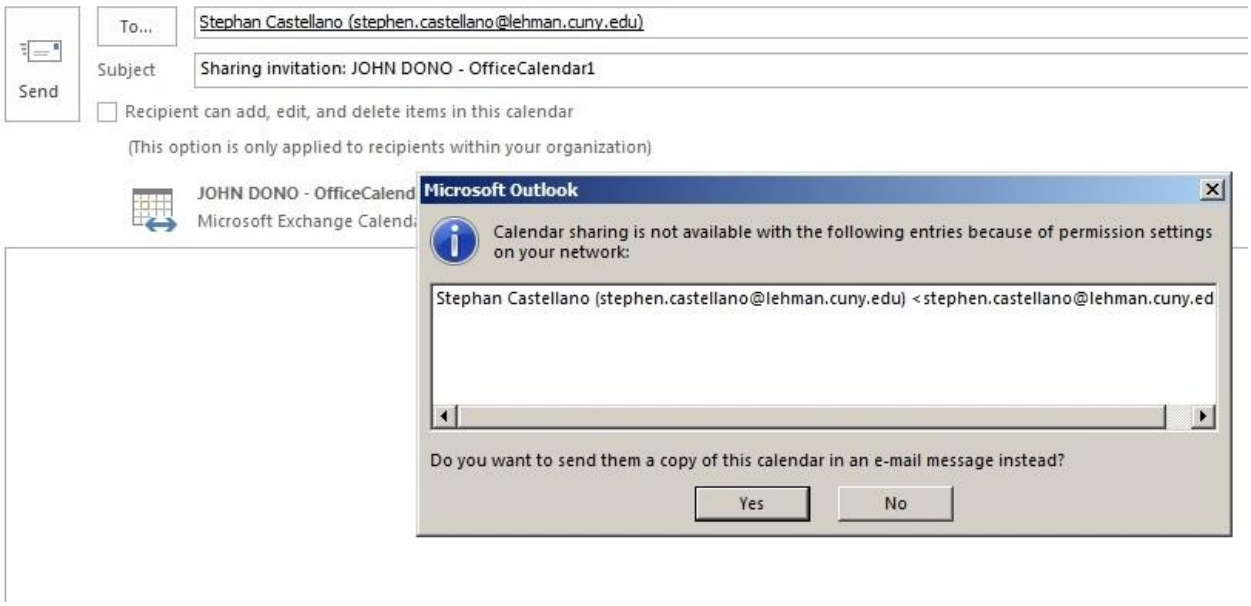
Staff and faculty with Lehman Exchange email accounts may share one or more of their calendars with other Lehman Exchange users. One way to share a calendar is to right click on the calendar name, then select **Share** | **Share Calendar** from the context menu.



An email invite compose window will open:

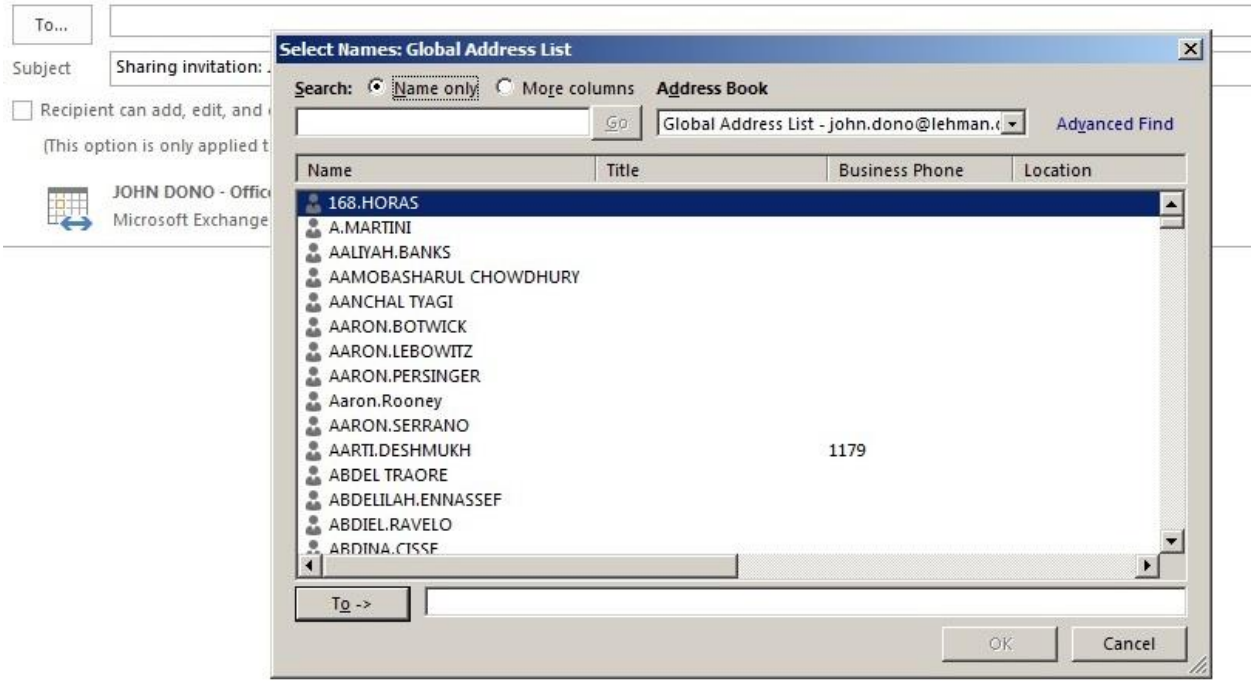


As you start to type in the **To:** field, Outlook's autocomplete feature will search for matching entries in your contacts and/or history. If you then select **Send** to invite a colleague with the found address, you may receive the following or similar error message:



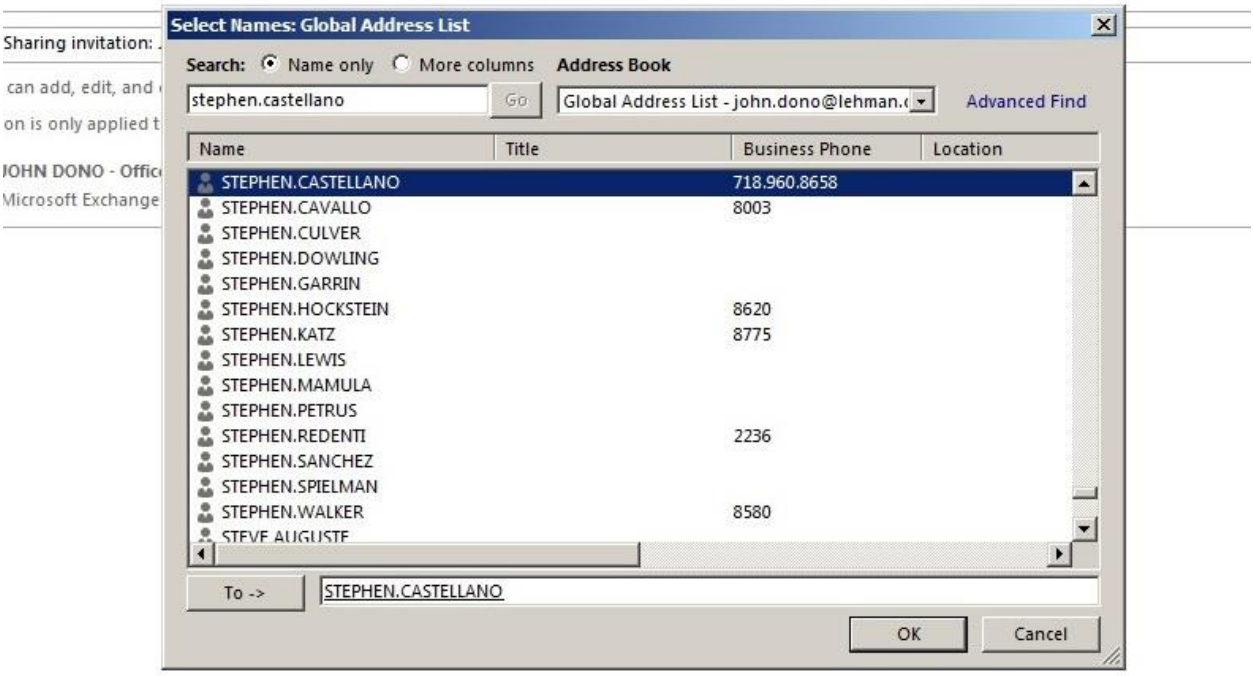
The email address format retrieved from your contacts and/or history is not compatible with the format required by the calendar invite. Note that you see the name in standard display format followed by the fully-qualified email address in parentheses.

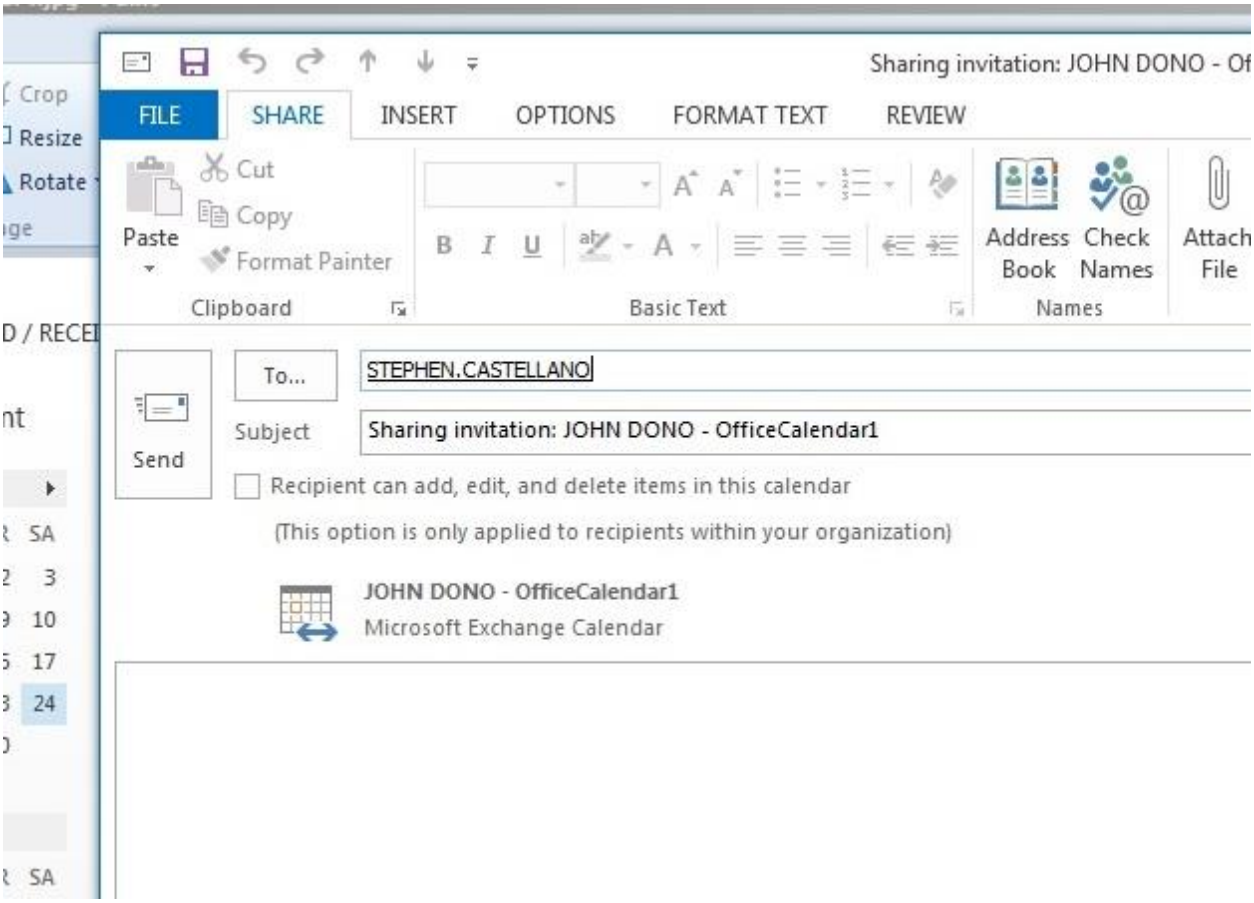
The solution is to click on the **To** button and select the user from the Global Address List. This will ensure that the format of the userid in the **To** field is compatible with the calendar invite.



Be sure that the **Name only** radio button is selected. Type the first few letters of the name of person you are looking for in the text box.

Select **To**, then **OK** to paste the userid in the invite.


Sharing invitation:
can add, edit, and
on is only applied t
JOHN DONO - Offic
Microsoft Exchange
Select Names: Global Address List
Search:
Name only
More columns
Address Book
stephen.castellano
Go
Global Address List - john.dono@lehman.
Advanced Find
Name
Title
Business Phone
Location
STEPHEN.CASTELLANO 718.960.8658
STEPHEN.CAVALLO 8003
STEPHEN.CULVER
STEPHEN.DOWLING
STEPHEN.GARRIN
STEPHEN.HOCKSTEIN 8620
STEPHEN.KATZ 8775
STEPHEN.LEWIS
STEPHEN.MAMULA
STEPHEN.PETRUS
STEPHEN.REDENTI 2236
STEPHEN.SANCHEZ
STEPHEN.SPIELMAN
STEPHEN.WALKER 8580
STEVE AUGUSTE
To ->
STEPHEN.CASTELLANO
OK
Cancel



You may only invite internal users (staff and faculty with Lehman Exchange accounts) to share your calendar. In the event that the internal user is not found in the Global Address List, you can initiate the sharing of the calendar from the Outlook Web App (https://mail.lehman.edu).

For additional information on this issue the following article:

https://support.microsoft.com/en-us/help/983062/internal-recipients-receive-an-internet-connection-sharing-file-instead-of-a-calendar-sharing-message-or-policy-does-not-allow-granting-permissions-error-in-outlook