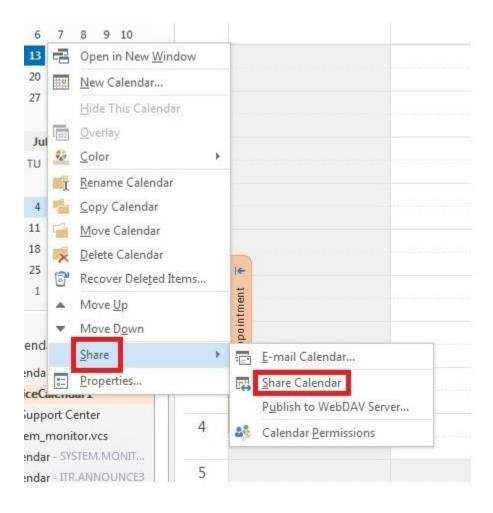
## Error Message When Sending an Invite to Share an Exchange Calendar

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:

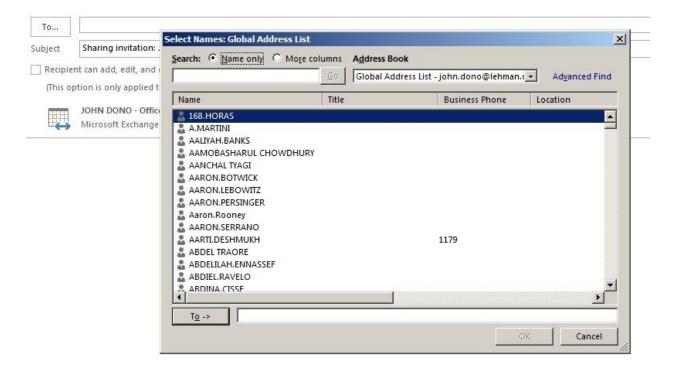
Paste	Copy ormat Painte	er G	-	$ \begin{array}{c c} \bullet & A^* & A^* \\ \hline & A & \bullet \\ \hline & A & \bullet \\ \hline & Basic Text \\ \end{array} $	- ≟Ξ -   & ≡   €Ξ +Ξ 5	Names	U Attach File	Attach Item • Includ	Follow High Im ↓ Low Im Tags
Send	Recipient of (This optic	can add, ed in is only a OHN DONC	it, and delete		dar				
		licrosoft Ex	change Calen	dar					 

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:

То	Stephan Castellano (stephen.	castellano@lehman.cuny.edu)
Subject	Sharing invitation: JOHN D	DNO - OfficeCalendar1
Recipie	nt can add, edit, and delete it	ems in this calendar
(This op	otion is only applied to recipie	ents within your organization)
22022	JOHN DONO - OfficeCaler	Microsoft Outlook
$\leftrightarrow$	Microsoft Exchange Calenda	Calendar sharing is not available with the following entries because of permission settings on your network:
		Stephan Castellano (stephen.castellano@lehman.cuny.edu) < stephen.castellano@lehman.cuny.ed
		Do you want to send them a copy of this calendar in an e-mail message instead?
	Subject Recipies (This op	Subject Sharing invitation: JOHN DO Recipient can add, edit, and delete it (This option is only applied to recipie JOHN DONO - OfficeCalend

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.

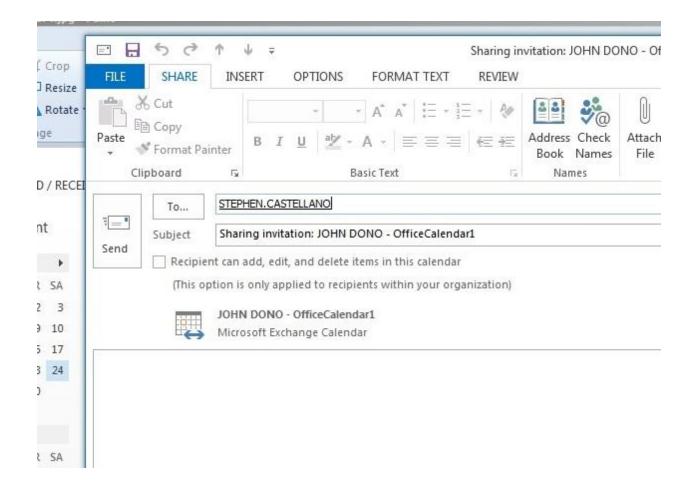
The solution is to click on the **To** button and select the user from the Global Address List. This will ensure that the format of the userid in the **To** field is compatible with the calendar invite.



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.

Search:  Name only  N			
stephen.castellano	Go Global Ad	ldress List - john.dono@lehman.o	<ul> <li>Advanced Find</li> </ul>
Name	Title	Business Phone	Location
STEPHEN.CASTELLANO		718.960.8658	
STEPHEN.CAVALLO		8003	
STEPHEN.CULVER		0005	
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			



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-connectionsharing-file-instead-of-a-calendar-sharing-message-or-policy-does-not-allow-granting-permissions-errorin-outlook