

Microsoft Teams: Shared calendar and email

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This article reviews the **shared calendar and email** features for a **Microsoft Team**.

See also:

- [Microsoft Teams: Accessibility features](#)
- [Microsoft Teams: File storage and sharing](#)
- [Microsoft Teams: Video conferencing](#)

Warning: This functionality requires a Team. See [Microsoft Teams: Overview](#) for how to request one.

Shared calendar

A shared calendar is automatically created alongside a Microsoft Team, which all Team members have access to. Please be aware, it is not possible to **grant non-Team members access** to this calendar.

Warning: It is not possible to **delete this calendar**, or to create a Team without one.

Access

1. Open **Outlook**
 - Outlook for the web (aka Webmail)
 - Outlook desktop application
 - Outlook mobile app
2. Click the **Calendar icon** 
3. Click **Groups**
4. Select the calendar **corresponding to your Team**

Shared email

A shared email is automatically created alongside a Microsoft Team, which all Team members have access to.

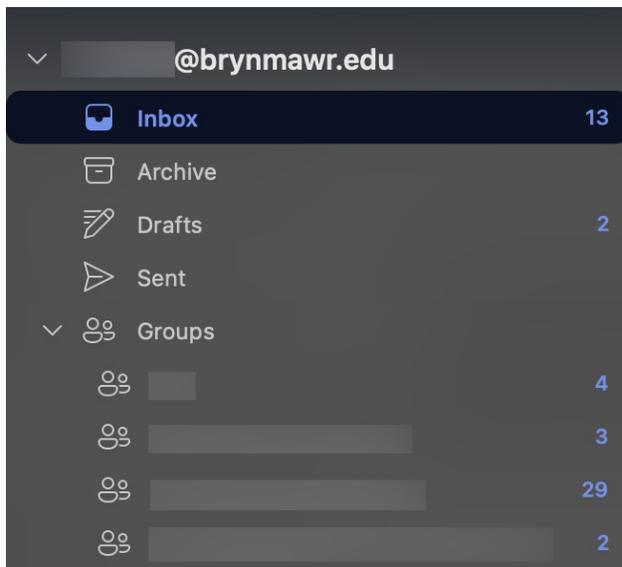
Warning: It is not possible to **delete this email**, or to create a Team without one.

Please be aware of the **following limitations**.

- You **cannot send from** this address; it can only receive emails.
- All College community members **can find this address** in the Global Address List (GAL).
- This email **cannot be moderated** -- all emails sent to it will notify the Team members.

Access

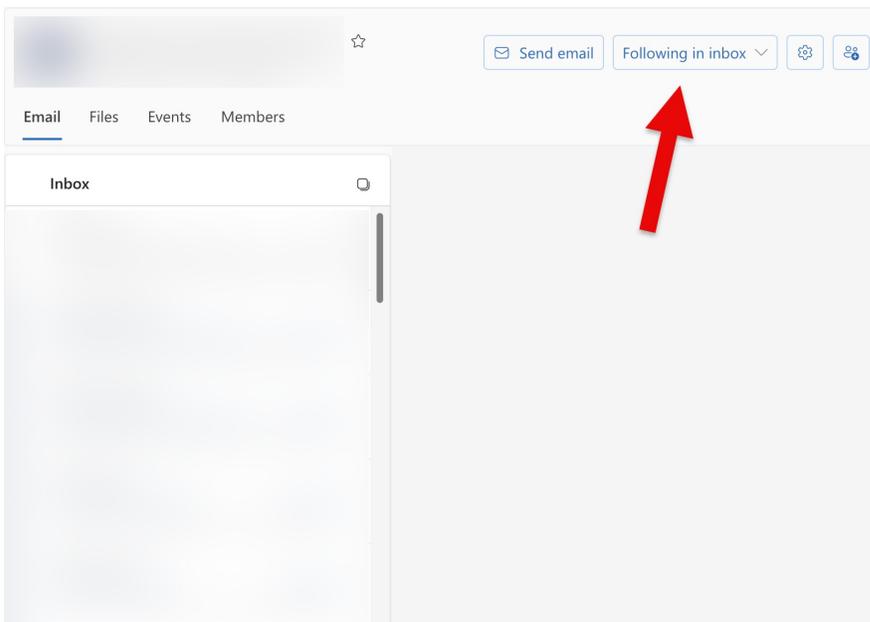
1. Open **Outlook**
 - Outlook for the web (aka Webmail)
 - Outlook desktop application
 - Outlook mobile app
2. Click the **Mail icon** ✉
3. Click **Groups**
4. Select the inbox **corresponding to your Team**



Change notification preferences

By default, every Team member has their notifications set to **'Following in inbox'**. This means that when an email is sent to the shared Team email, it will **appear in each individuals' inbox**.

1. Open **Google Chrome**
2. Navigate to [Webmail](#)
3. On the **left-hand pane**, click the **Groups icon** 
4. Select your **Team**
5. In the **top-right**, click the **drop-down menu**



6. Select one of the following options to change **which emails appear in your inbox**

- [Follow in inbox](#)
- Receive all email and events

- [Follow only specific emails in inbox](#)
- Receive only replies to you and group events
- Receive only replies to you

- [Stop following in inbox](#)
- Don't receive any group messages

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk!**

Phone: 610-526-7440 | [Library and Help Desk hours](#)

Email: help@brynmawr.edu | [Service catalog](#) ↗

Location: Canaday Library 1st floor
