Publishing a Calendar to the Web for Anonymous Access

Sometimes you may want to publish a calendar for anyone to view. Perhaps you’re using an Exchange calendar to schedule a conference, or want to make the availability of a meeting room public. You can accomplish this by publishing an Exchange calendar to the web.

An Anonymous Web Calendar is simply a standard Exchange calendar that has been linked to an active server page on a central server. The link is dynamic, so any changes made to the calendar are immediately reflected to the web. No action is required on the part of the calendar maintainer to publish the calendar once the setup has been completed.

How to request and configure Anonymous Web Calendar

1. Request web access for calendar

   Exchange users may request that a calendar be set up for access via the web by asking their departmental Exchange administrator. (**Departmental Exchange administrators only** may request using the form at [http://www.itcom.itcs.umich.edu/orders/](http://www.itcom.itcs.umich.edu/orders/).) Once this has been set up, you will receive an e-mail letting you know that it is ready to go.

2. Publish the calendar to the web

   To reference the calendar via the web, link the following URL in the appropriate places:

   [http://exchange.umich.edu/owa/calendar/<alias@adsroot.itcs.umich.edu>/Calendar/calendar.html](http://exchange.umich.edu/owa/calendar/<alias@adsroot.itcs.umich.edu>/Calendar/calendar.html)

   **Notes:**

   Several Active Directory (AD) attributes are used by the Anonymous Web Calendar. Understanding these attributes will help to avoid problems. **Alias, User logon name** and **User logon name (pre-Windows 2000)** are different AD user attributes, and both are used by the Anonymous Web Calendar in different situations. Most of the time they are the same, but not always.

   The **User logon name** is just like it sounds and what we normally think of as the user name, although it has 2 forms. The **User logon name** can be very long, but the **User logon name (pre-Windows 2000)** is truncated to 20 characters. This is the name you use to logon with when you use “domain\logon_name” credentials.

   The **Alias** is an attribute that is added when an Exchange mailbox is created. When the mailbox is created, the Alias defaults to the shorter **User logon name (pre-Windows 2000)**. You can change the Alias to something longer if you want and it doesn’t need to match either logon name. **We strongly recommend against doing this. You should keep both the same in order to avoid confusion.** By doing so, you only need to remember one name for both logging into the calendar and referencing its .asp page.
Publishing a Calendar to the Web for Anonymous Access

**Caution**: Avoid using the double quote (""") character in the body of an appointment that will be posted to an anonymous calendar. Due to the way the legacy .asp interprets the code, that character will may break the rendering of the web page and cause errors in that and other items on the calendar web page. This does not impact the items in the calendar itself, only the display of them as anonymous calendars.

In summary, while AD gives you the flexibility of using different values for the three similar attributes *Alias, User logon name* and *User logon name (pre-Windows 2000)*, it is highly recommended that you stay with the default and keep the values of these three attributes the same. This will avoid confusion and generally improve the quality of your life when troubleshooting mailbox issues.