

== OIT CGU ==
Outlook Calendar Permissions
== Sharing and Delegating Access to Calendars in Outlook 2010 ==
Last Updated: Wednesday, 08.01.2012

Sharing and Delegating Access to Calendars in Outlook 2010

*****NOTE***** Ignore "Quotation Marks" (" ") *unless* instructed to do so. This will cause error.

PLEASE READ BEFORE PROCEEDING:

Sharing a calendar – Select individuals to manipulate events and grant different “permissions”, or levels of access for each. These permissions range from allowing one to see detailed event information to adding and deleting entries at will.

Note: You cannot assign a delegate, which has the ability to accept and reject meetings on the user's behalf, through this method.

Delegating Access – Select individuals to view, edit, accept and send items on your behalf, including creating and responding to meeting requests. [Jump to Page 5](#)

Sharing Outlook 2010 calendars: view, edit, create & delete events

STEP 1:

Launch the Outlook 2010 program and navigate to your **Calendars** in the **Navigation** pane.

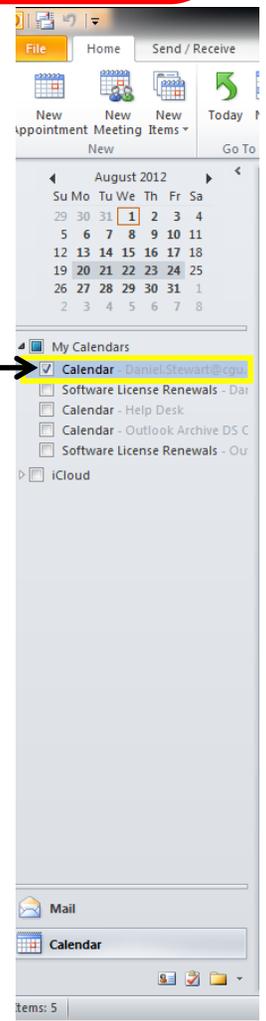
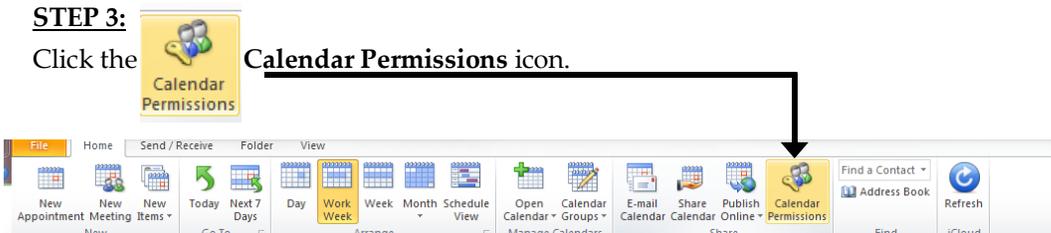
STEP 2:

Select the **Calendar** you would like to update in the **Navigation** pane.

Note: You are not able to change sharing permissions on a calendar, unless you created the calendar.

STEP 3:

Click the **Calendar Permissions** icon.



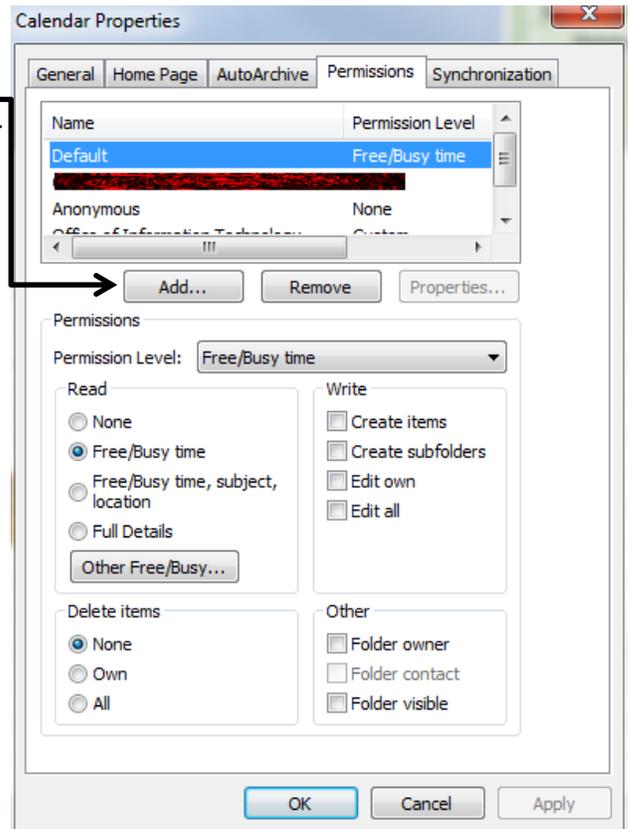
Instructions continue on the next page...

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STEP 4:

Click the **Add...** button if the name of the person you would like to share the selected calendar with is not already listed.

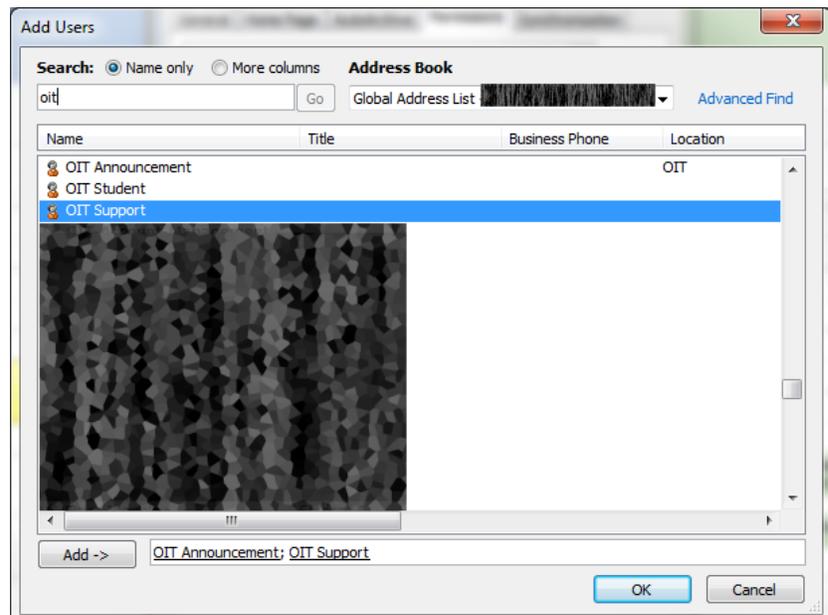
Note: If the individuals are already listed and you would like to adjust their permission level jump to **Step 6**.



STEP 5:

Find the people you would like to have access to your calendar by typing the name in the search. You can use the **Advanced Find** to narrow your search. Click the **Add ->** button to add them to the list above.

Repeat steps 4 & 5 as necessary.



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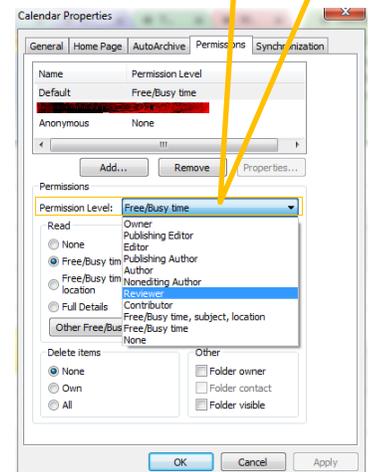
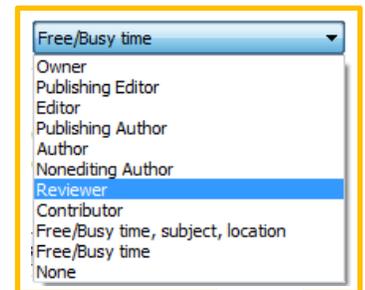
ⓘ BE AWARE:

- ☑ The Default Permission Level must be set to Reviewer in order for people with **different versions of Outlook** to see your calendar and view details of appointments and meetings.
- ☑ Outlook **must be closed and reopened** by the person(s) you changed sharing permissions for in order for new calendar permissions to take effect.

STEP 6:

Change the Permission Levels to reflect desired amount of access per individual by selecting the individuals name in the list and choosing a Permission Level from the drop down menu, or create custom permissions described on the next page.

| Permission Level | Definition |
|------------------------------------|---|
| Owner: | Allows full rights to the mailbox's (Calendar or Folder) , including assigning permissions; it is recommended not to assign this role to anyone |
| Publishing Editor: | Create, read, edit, and delete all items; create subfolders |
| Editor: | Create, read, edit, and delete all items |
| Publishing Author: | Create and read items; create subfolders; edit and delete items created by the user. |
| Author: | Create and read items; edit and delete items they've created. |
| Nonediting Author: | Create and read items; delete items created by the user. |
| Reviewer: | Read items. |
| Contributor: | Create items. |
| Free/Busy time, subject, location: | View the time, subject, and location of the appointment or meeting on your calendar. |
| Free/Busy time: | Shows only as Free or Busy on your calendar. No details are provided. |
| None: | No permissions are set for the selected user on the specified calendar or folder. |



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Calendar Permission Levels

Below are explanations of the specific permission levels you can give to individuals with access to your calendar.

Read - refers to what a person can see in your calendar.

- **None** - User cannot see any of your appointments, including whether you are free or busy. This can only be set for all users (the name, "Default"), not for individuals; cannot be opened in schedule assistant.
- **Free/Busy time** - User can see if you have an appointment at a certain time, but cannot see the location or the name of the appointment.
- **Free/Busy time, subject, location** - User can see if you have an appointment, its subject/title, and its location.
- **Full Details** - User can view all information about an appointment.

Write - refers to whether or not one can create and modify events in your calendar. You can select more than one option at a time.

- **Create items** - Individual can create appointments and meeting requests on your calendar.
- **Create subfolders** - Not Applicable
- **Edit Own** - User can modify/change any items they created in your calendar, such as appointment time, subject, etc.
- **Edit All** - Same as above, but can edit all entries created by yourself and other users.

Delete Items

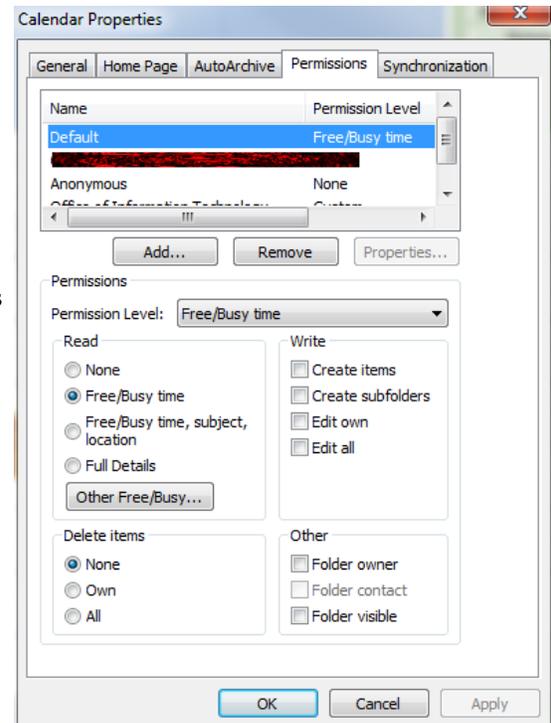
- **None** - User cannot remove any entries in the calendar.
- **Own** - User can delete any entry they have created.
- **All** - User has access to delete all entries, even ones you have created.

Folder

Folder Visible - This option will automatically be selected if you are a "Contributor" or above. It allows one to open an entire calendar in Outlook and Outlook Web Access (OWA/UGAMail Webmail) to see details of meetings. This is required in order to view the calendar.

END PART 1 OF INSTRUCTION

 Delegate Access instructions on the next page...



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Delegating Access

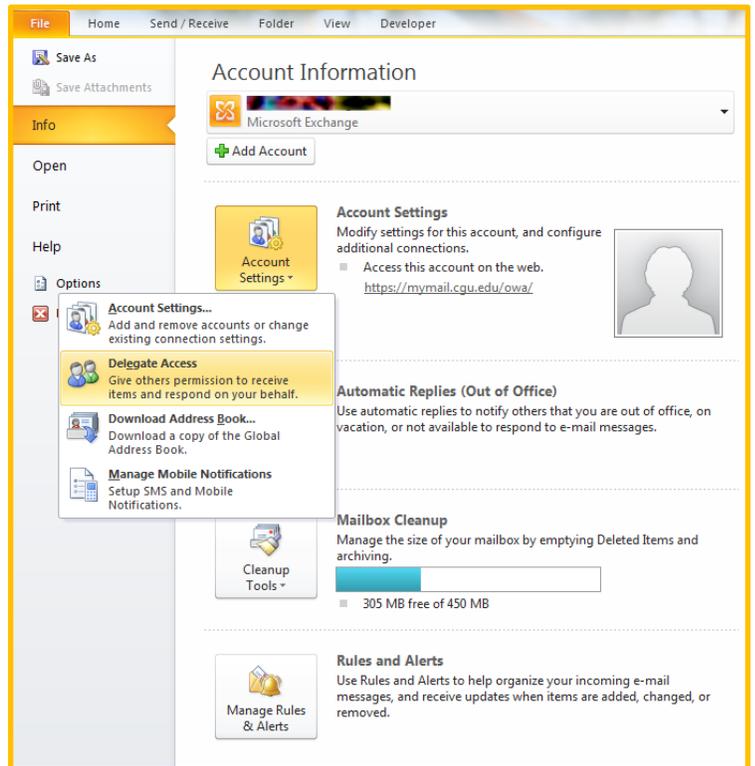
This is for “secretary” like access. Those specified are allowed view, edit, accept and send items on your behalf, **including Inbox, Calendar, Tasks, Contacts, and Notes, as well as creating and responding to meeting requests**. You can select multiple delegates to have access to your account, and individually set the permissions for each delegate.

STEP 1:

Open Outlook 2010, and navigate to the **File** tab. Select the



icon then choose

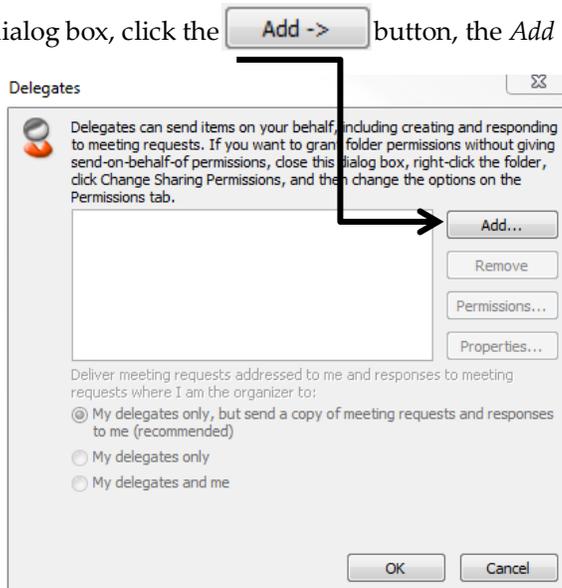


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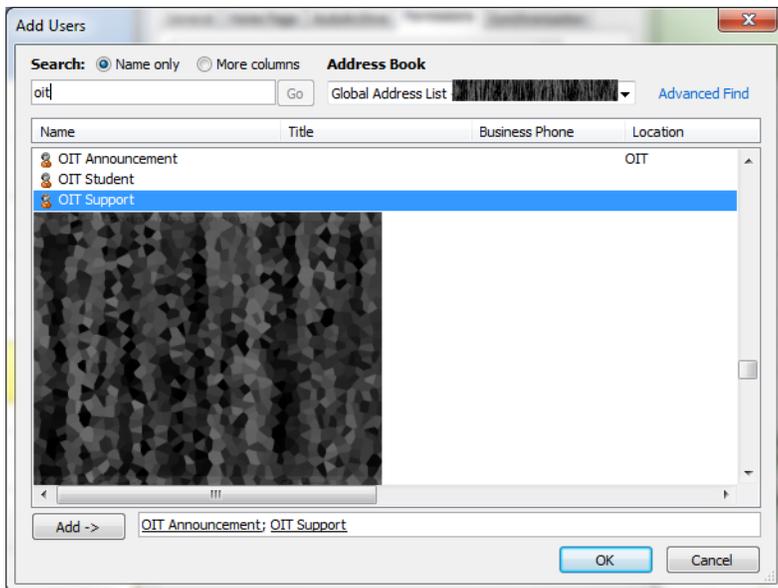
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STEP 2:

In the *Delegates* dialog box, click the **Add ->** button, the *Add Users* dialog box will pop up.



Find the people you would like to have access to your calendar by typing the name in the search. You can use the **Advanced Find** to narrow your search. Click the **Add ->** button to add them to the list above.



i You can adjust the permissions of your Delegates by selecting the person you wish to edit, then selecting the "Permissions..." button. Refer to pages 3 & 4 of this document for detailed information on the permission options.

END OF INSTRUCTIONS

⚠ BE AWARE:

- The Default Permission Level must be set to Reviewer in order for people with **different versions of Outlook** to see your calendar and view details of appointments and meetings.
- Outlook **must be closed and reopened** by the person(s) you changed sharing permissions for in order for new calendar permissions to take effect.