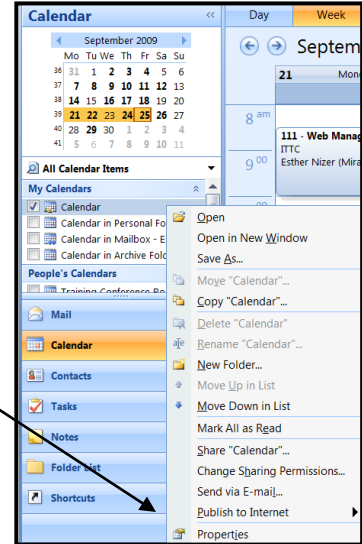


Outlook 2007: Changing Calendar Permission Levels

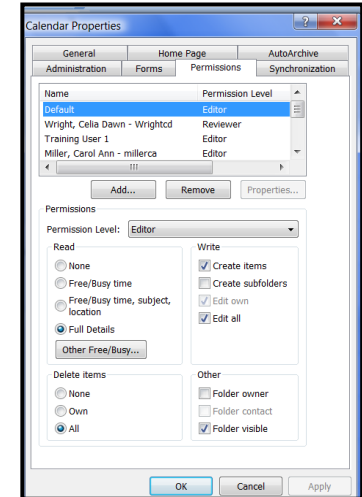
Changing Calendar Permission Levels

If the default permission level is not appropriate for someone, use the steps below to give him or her proper access to a calendar.

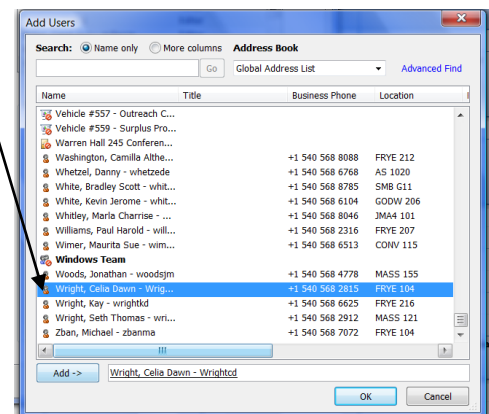
1. With the **Calendar** open, find the calendar you would like to share in the **Navigation Pane**.
2. **Right-click** the **calendar name** to **open a menu**.
3. Select **Change Sharing Permissions** from the menu.
4. On the **Permissions** tab, lick **Add**.



5. In the **Add Users** form, select the name of the person with whom you would like to share your calendar (from the Global Address List or your Personal Contacts) and click **OK**.

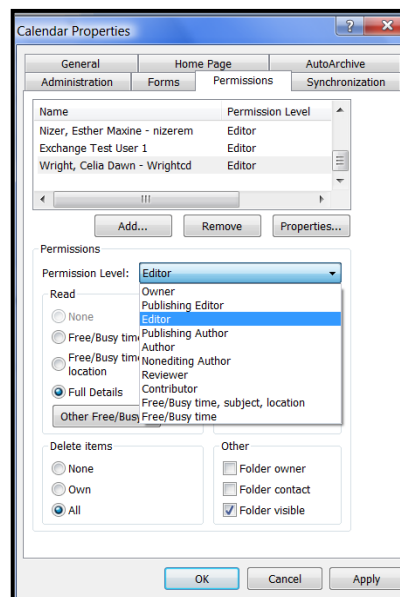


6. Either **type** the e-mail names in the **To** box, or **click on To** and open the **Global Address List** or **Personal Contacts** and **select** the recipients.



- In the **Permission Level** menu select the level which represents the amount and type of access you would like this person to have.

To **change permissions** for anyone already sharing your calendar, find the **Calendar** you would like to share in the **Navigation Pane** follow the steps above and choose the level which best represents the amount and type of access you would like this person to have. Click **OK**.



Calendar Permission Levels

With this permission level (or role)	You can
Owner	Create, read, modify, and delete all items and files, and create subfolders. As the folder owner, you can change the permission levels that other people have for the folder. (Does not apply to delegates.)
Publishing Editor	Create, read, modify, and delete all items and files, and create subfolders. (Does not apply to delegates.)
Editor	Create, read, modify, and delete all items and files.
Publishing Author	Create and read items and files, create subfolders, and modify and delete items and files that you create. (Does not apply to delegates.)
Author	Create and read items and files, and modify and delete items and files that you create.
Contributor	Create items and files only. The contents of the folder do not appear. (Does not apply to delegates.)
Reviewer	Read items and files only.
Custom	Perform activities defined by the folder owner. (Does not apply to delegates.)
None	You have no permission. You cannot open the folder.

