

Outlook 2007: Permission Levels

Permission Level Descriptions:

For E-Mail or Calendar:

| With this permission level (or role) | You can |
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| 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. |