

Outlook Calendar Permission Levels

The default permissions for employees with an HCC Outlook email are that other employees with an account can see your "Free/Busy" times, but *not* specific details about individual meetings.

You can change your calendar permission levels to provide specific people with the ability to see nothing on your calendar, to see everything, or somewhere in between.

A good guideline is to grant others the lowest level of permissions required.

Calendar Permission Levels in Outlook with Exchange

If You Want Someone to Be Able to...	Then They Can...	Then Set Your Permissions to...
See your general availability but not details	View your "Free/Busy" times only (but <i>not</i> info on specific events & appointments)	Do nothing; this is the default behavior for employees with an HCC email account
See your calendar details	Read info on your specific events & appointments	Give "Reviewer" permissions
Add, edit, & delete the appointments they make for you	Create and change events & appointments they make for you (but <i>not</i> edit or delete events made by others, including you)	Give "Author" permissions
Add, edit, & delete any of your appointments	Create and change events & appointments they make for you <i>and</i> ones made by others, including you	Give "Editor" permissions
Add, edit, & delete any of your appointments <i>and</i> receive all your meeting-related email messages	Process your meeting invitations for you (accept/decline on your behalf) <i>and</i> completely manage your calendar for you	Grant "Delegate" status
See nothing about your calendar; total calendar privacy	View <i>no</i> information about your availability, not even your general availability	Uncheck default setting of "Free/Busy"

How to Change Your Outlook Calendar Permission Levels

1. In Outlook 2010, click on the **Calendar** module in the lower portion of the navigation pane (left hand of window).
2. Right-click on your calendar
3. Left-click on Properties
4. Click on the Permissions tab
 - Click the **Add** or **Remove** button as needed. **Do Not** make changes for the "Default" person because this sets default permissions for every HCC employee with an email account.
 - Choose a specific predetermined role from the Permissions level pulldown (e.g., "Reviewer" "Author" or "Editor" as appropriate, described in the table above).