

OUTLOOK CALENDAR PERMISSIONS

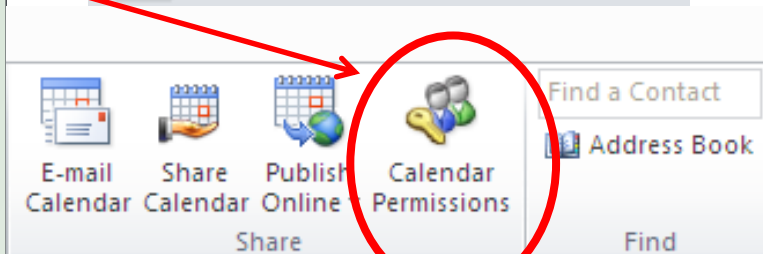
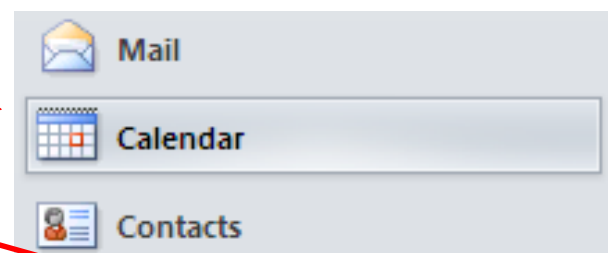
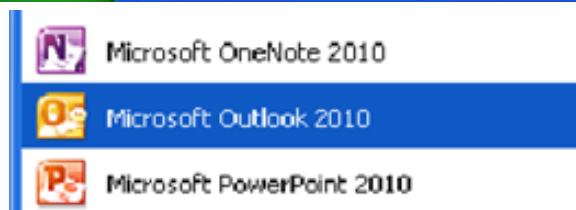
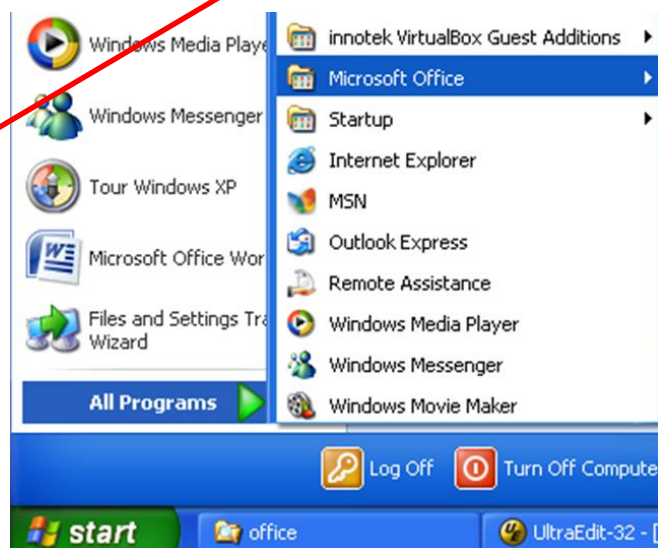
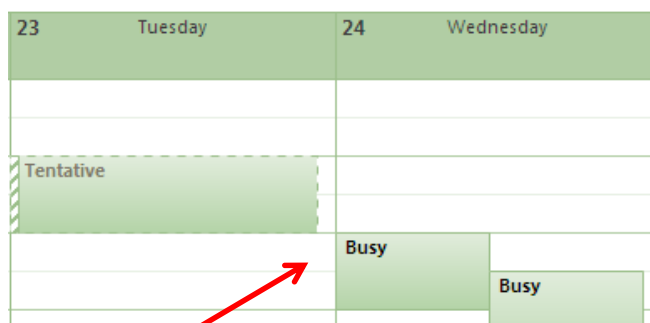
In today's busy world, scheduling and collaborating are essential to our success. It is, therefore, recommended that we keep our Microsoft Outlook calendars current and that we permit other RHS Team Members to see details about our calendar events. By default*, RHS team members can only see IF we have an event and that we are "Busy".

However, by changing the default settings* in Outlook Calendar Permissions, we can allow others to also see our event's name and location, which can be very helpful for scheduling meetings.

How to Change Default Permissions:

- Launch the Outlook desktop application by clicking START, then Programs (or All Programs), then Microsoft Outlook
- Navigate to your calendar using the calendar icon.
- Click Calendar Permissions, in the top of the Outlook menu bar (This menu bar is referred to as "The Ribbon").

**Note: Default settings are those settings automatically used by a computer program in absence of a choice or change made by the user.*

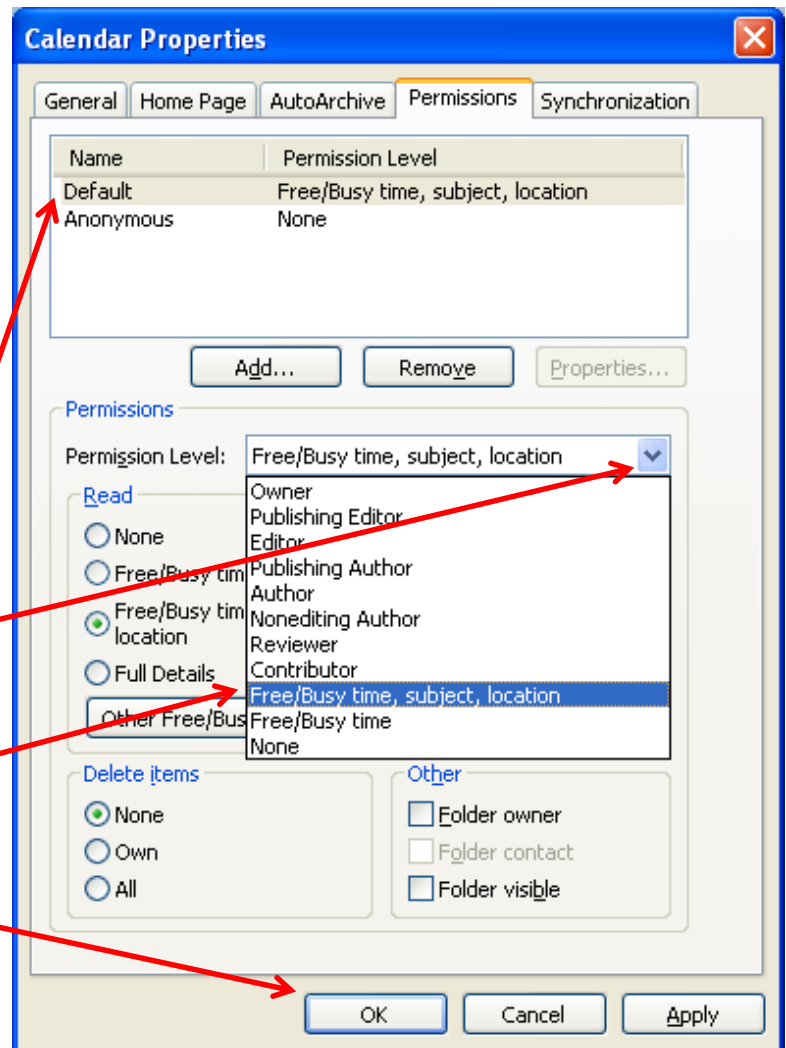


- A Calendar Properties dialogue box will open asking you to select a sharing profile and set the level of sharing you wish to allow.

As recommended, we are going to change our Default Permissions to allow any RHS team member who views our calendar to see the “what, when and where” information about our events.

- On the Permissions tab, Click to highlight “Default”.
- Then click the arrow in the drop-down Permission Level field.
- Click to select “Free/Busy time, subject, location”.
- Finally, click OK.

Now when team members view your calendar in Outlook Scheduling Assistant they will see the intended level of information.



	22 Monday	23 Tuesday	24 Wednesday	25 Thursday	26 Friday
8 am	In @ 9am Morning All	Morni	Morning All Staff; Hallway	Private Appt	Pull Server Rm Logs
9:00	Infrastructure Team - Abbrev.	Presentati to the IS Group IS Confere Michael D	IS Team L IS Confere Melani	IS Staff Meeting IS Training Roor Michael Dawish	Morning All Staff; Hallway
10:00			IS All Staff Meeting IS Training Room 115 IS Training Room 115		Dr. Appt. Okemos
11:00		Laundry Reader Armstrong Laun Melanie McNutt			
12 pm	Lunch TBD	Lunch TBD	Lunch TBD	Lunch TBD	Lunch TBD
1:00			IS Roundtable Planning IS Resource Room 131 Melanie McNutt		Key Tech Mtgs McDonel Confer Bill Kost
2:00		Food Waste IS Resource Room 131 Stephanie Reneaud		Policy Meeting - Mel Mc, Mel P IS Resource Room 131 Tammy Todor-Nits	Toastmasters W9 Holmes Hall
3:00	IS Service Catalog IS Conference Room 130 <Is_conf Catherine Crane				
4:00					
5:00	TimeTracking Reminder; My C	TimeTracking Reminder; My C	TimeTracking Reminder; My C	TimeTracking Reminder; My C	TimeTracking Reminder; My C

If there are any calendar items for which you would prefer to keep the details hidden, you can mark them as private.

- Open your calendar and click the event to highlight it.
- The Calendar Tools menu should appear in the “Ribbon” at the top of Outlook.
- Find and click the icon that looks like a padlock, labeled “Private”.
- A small padlock will appear on the event and now others will only see the words “Private Appointment”.

Now your calendar is optimally set to both share important details with others AND protect your private appointments.

