eHealth Saskatchewan

Outlook Privacy Settings

Personal & Shared Team Calendars

As of August 11, 2022

Version 1.5

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Acronym List

eHS	eHealth Saskatchewan
GAL	Exchange Global Address List
SCA	Saskatchewan Cancer Agency
SHA	Saskatchewan Health Authority

Review History

Reviewed by	Review Date	Reason
KM Team Lead	*May 2, 2022*	*Exchange/Outlook setting update*
KM Team Lead	*June 28, 2022*	*Exchange/Outlook setting update*

Version History

Version	Implemented by	Revision Date	Approval	Reason
1.0	*KBAs, WP & WL*	*April 28, 2022*	*KM Team Lead*	*Exchange/Outlook setting update*
1.1	*KBA, WP*	*April 29, 2022*	*KM Team Lead*	*Exchange/Outlook setting update*
1.2	*KBA, WP*	*June 20, 2022*	*KM Team Lead*	*Exchange/Outlook setting update*
1.3	*KBA, WP*	*July 4, 2022*	*KM Team Lead*	*Exchange/Outlook setting update*
1.4	*KBA, WP*	*July 4, 2022*	*KM Team Lead*	*Exchange/Outlook setting update*
1.5	*KBA, WP*	*August 8, 2022*	*KM Team Lead*	*Privacy setting (Reviewer)*
1.6	*KM Team Lead*	*August 11, 2022*	*KM Team Lead*	*Readability test & modifications*
1.7	*KBA, WP*	*September 29, 2022*	*KM Team Lead*	*Readability test & modifications*

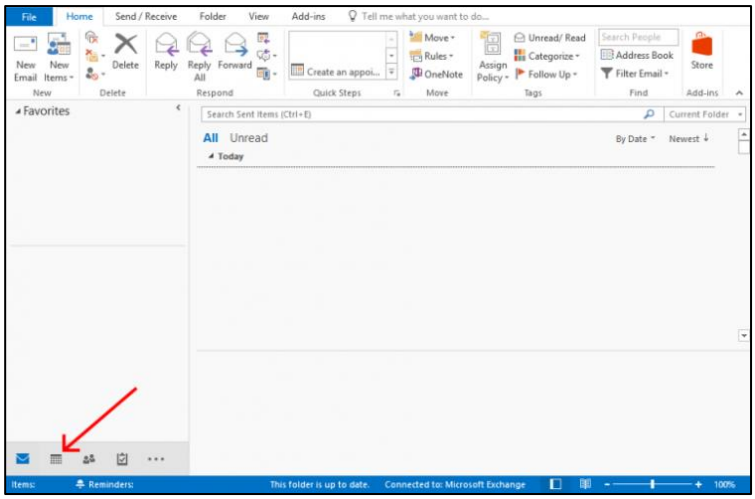
Please Note: The steps provided in this document are for Microsoft Outlook version 2016. For other versions, please refer to Microsoft Support at https://support.microsoft.com/en-us/outlook.

Modify Personal Calendar Permissions in Outlook

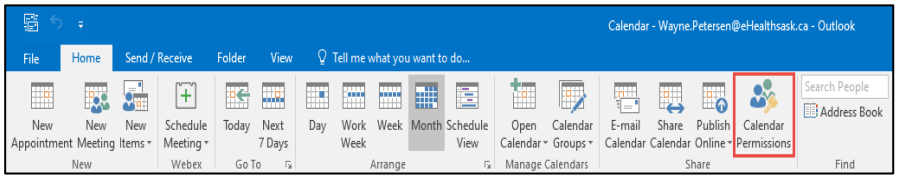
NOTE: The default setting for all new mailboxes should be **Free/Busy**. This setting allows you to restrict, or limit access, for others to view your personal calendar while still being able to view your availability.

1. Confirm or Modify the **Free/Busy** Permission to your Calendar

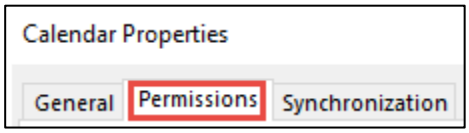
a. Click **Calendar** Icon in the lower left corner.



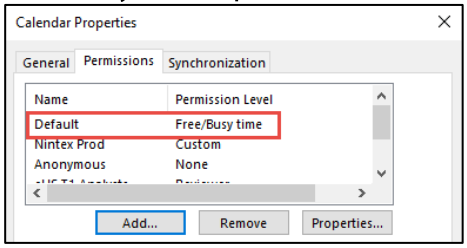
b. Click on **Calendar Permissions**.



c. Select the **Permissions** tab.

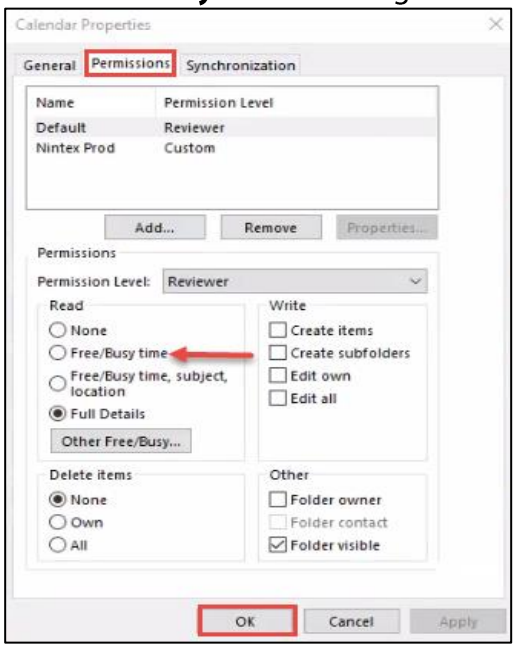


d. **NOTE:** If the following screen appears, the standard outlook permission is set to Free/Busy. If this permission level is appropriate, ***no further action is required.***

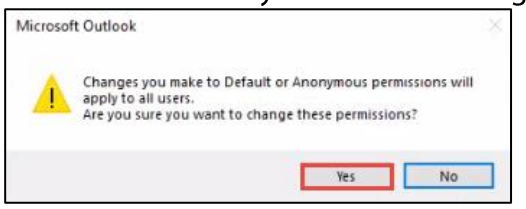


If "Default" does not appear, proceed to the next step.

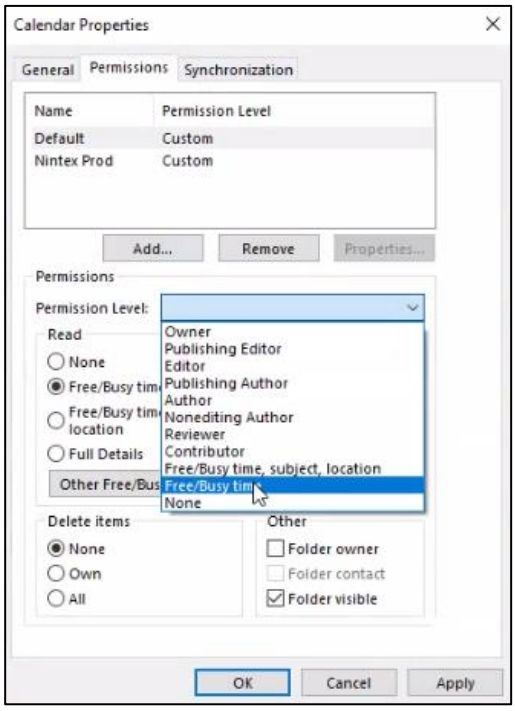
e. Click **Free/Busy time** to change the setting.



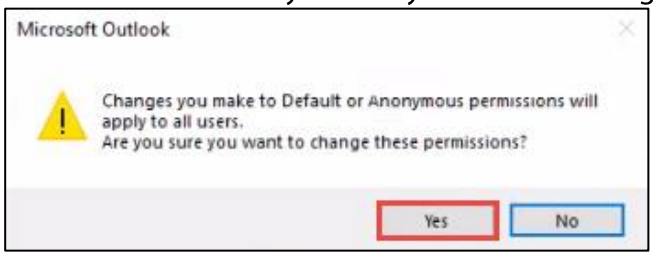
f. Select **Yes** to modify the default setting.



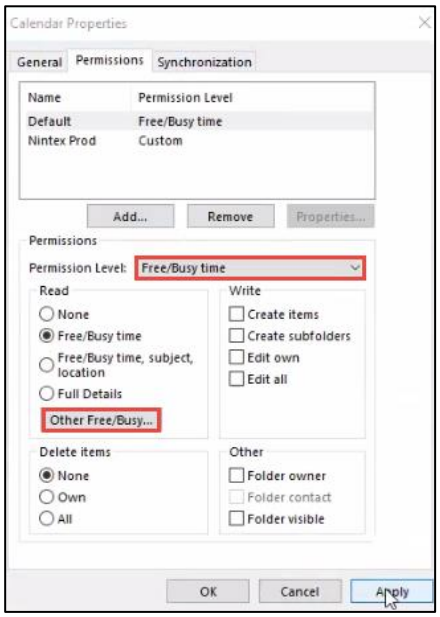
g. In the **Permission Level** tab, click the drop-down arrow and select **Free/Busy time**.



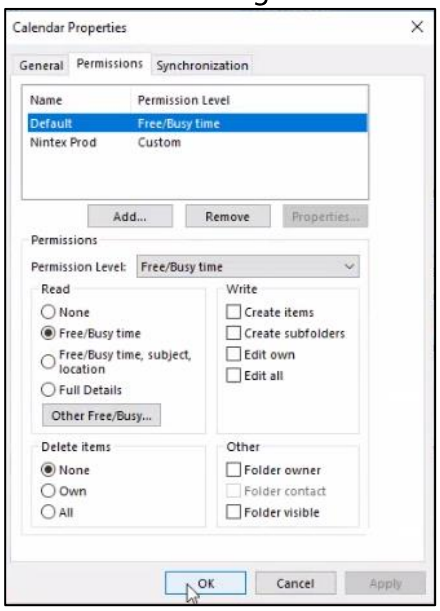
h. Click **Yes** on the "Are you sure you want to change these permissions?" message.



i. Confirm that Permission Level is set to **Free/Busy time**. Click **Apply**.



j. The 'Default' setting should now be set to Free/Busy time. Click **OK**.



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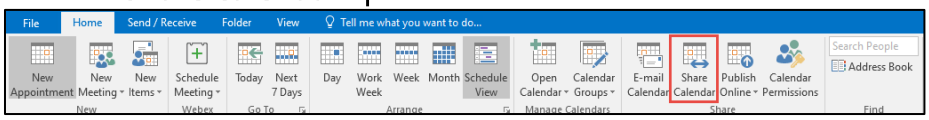
Share your Calendar with Other People

NOTE: Sharing your calendar allows others to view your calendar or schedule.

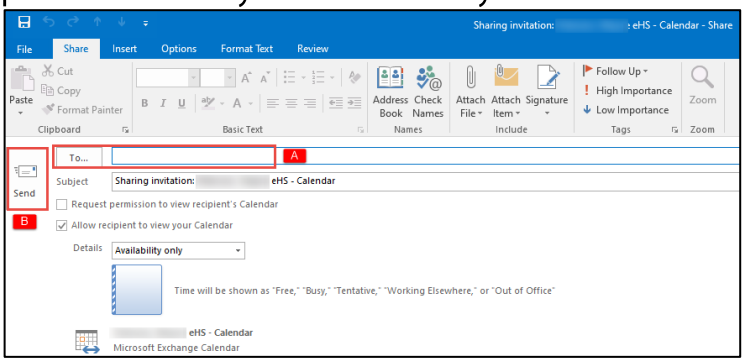
1. Share Calendar

a. Select the **Calendar** view.

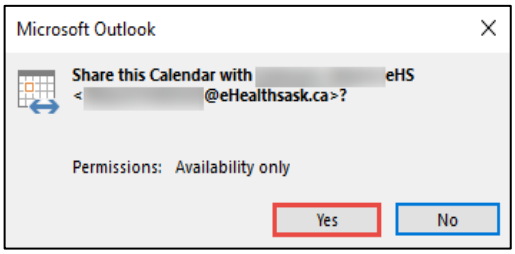
b. Click the **Share Calendar** option.



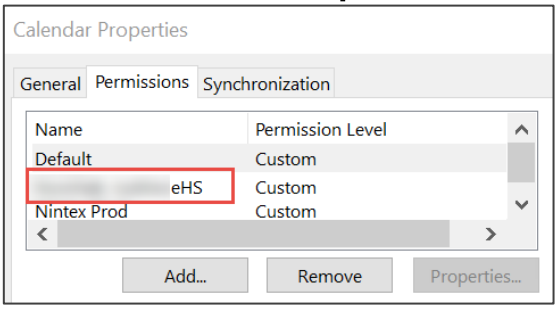
c. The **Sharing Invitation** window will be displayed. Insert the email address of the person for whom you wish to share your calendar. Click **Send**.



d. Click **Yes**.



e. The person you have shared your calendar with will receive a 'sharing invitation' email. Once the recipient clicks **Accept,** they will see your calendar when they select their **Calendar Properties Permissions** option.



NOTE: If you receive the message **"This calendar can't be shared"**, check for one of the following:

- The email address is invalid
- The email address is for a Microsoft 365 Group
- The email is for a person outside of your organization, including vendors and organizations that are external, or *outside* of, the Health System.

IMPORTANT: Sharing of calendars is **only** possible within the same forest (*e.g. Saskatoon Health Region to Saskatoon Health Region / Regina Qu'Appelle Health Region to Regina Qu'Appelle Health Region / Cypress Health Region to Five Hills Health Region*).

SKHealth	HEALTH	SktnHR	RQHR
Saskatchewan Health Authority	Athabasca Health Authority	Saskatoon Health Region	Reqina Qu'Appelle Health Region
	Cypress Health Region		
	Five Hills Health Region		
	Heartland Health Region		
	Keewatin Yathé Health Region		
	Kelsey Trail Health Region		
	Mamawetan Churchill River Health Region		
	Prairie North Health Region		
	Prince Albert Parkland Health Region		
	Saskatchewan Cancer Agency		
	Sun Country Health Region		
	Sunrise Health Region		
	3SHealth		

External organizations are not displayed in the Global Address List (GAL) unless they are *affiliated* with the government of Saskatchewan.

Internal organizations within the GAL: SHA, SCA, 3sHEALTH, eHealth, Ministry of Health, CPSS.

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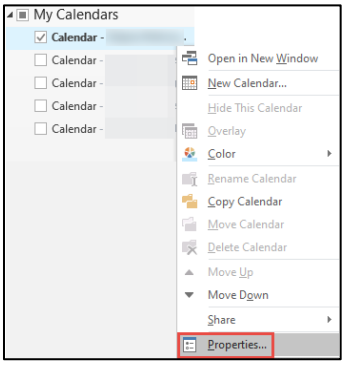
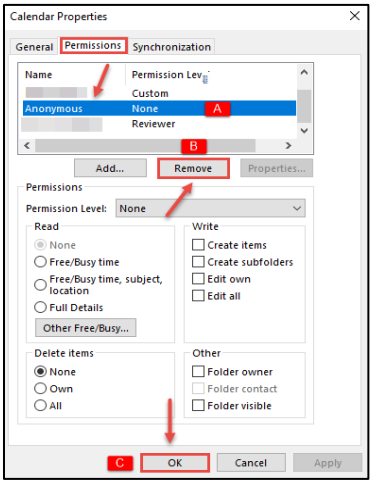
1. Stop Sharing Calendar

a. Click **Calendar** view.

b. Under **My Calendars**, right-click on your **Calendar**. Select **Properties**.



c. Select the **Permissions** tab and select the person you want to stop sharing your calendar with. Click **Remove** and **OK**.



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Grant Delegate Access

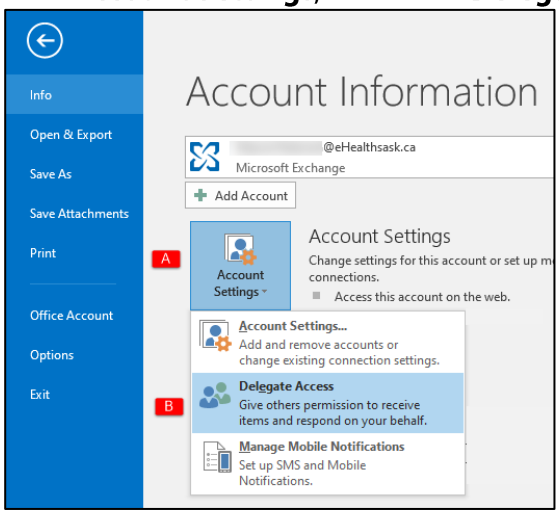
NOTE: Delegate Access goes beyond sharing access to your folders. Delegates are granted additional permissions including the ability to create email messages and respond to meeting requests on your behalf.

- As the person granting permission, you determine the delegate's access level to your folders. You can grant a delegate permission to read items in your folders or to read, create, change, and delete items.
- By default, when you add a delegate, the delegate has **full access** to your Calendar and Tasks folders. The delegate can also respond to meeting requests on your behalf.

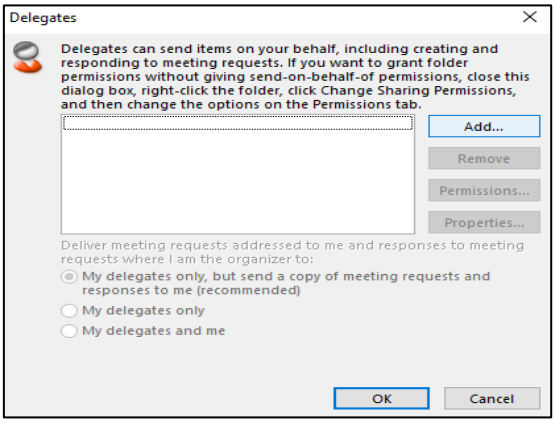
Designate a Delegate

a. Click the **File** tab.

b. Click **Account Settings**, and select **Delegate Access**.



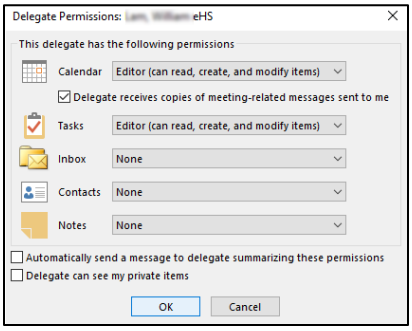
c. Click **Add**.



d. Type the last name of the person for whom you want to designate as your delegate to search and click the name in the search results list.

NOTE: Only people within the Global Address List (GAL) will be displayed. Only people in your organization can be selected. They will be displayed *without* a red circle beside their name.

e. Select the person and click **OK**.



f. In the **Delegate Permissions** dialog box, accept the default permission settings or select custom access levels for each item listed.

Delegate permission levels:

- **Reviewer:** The delegate can read items in your folders.
- **Author:** The delegate can read, create, change, and delete items that he or she creates. *For example*, a delegate can create task and meeting requests directly in your **Task** or **Calendar** folders as well as send the item on your behalf.
- **Editor:** The delegate is able to do anything that an Author has permission to do as well as the ability to change and delete items that you have created.

Tip: If a delegate only needs permission to work with meeting requests and responses, the default permission setting, **Delegate receives copies of meeting-related messages sent to me**, is sufficient.

If the **Inbox** permission is set to **None**, meeting requests and responses will go directly to the delegate's **Inbox**.

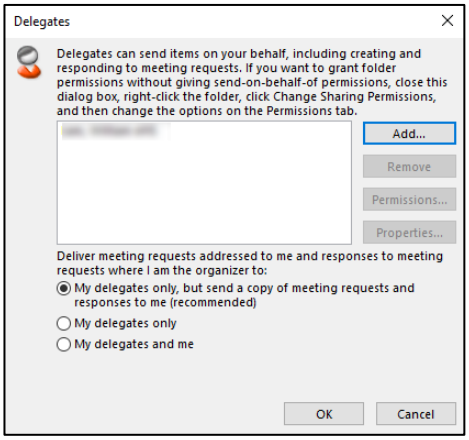
NOTE: By default, the delegate is granted **Editor** permission to your **Calendar** folder with the ability to read, create, and modify items.

When the delegate responds to a meeting on your behalf, it is automatically added to your **Calendar** folder.

g. Select the **Automatically send a message to delegate summarizing these permissions** check box to notify the delegate of permission changes.

Tip: If you want your delegate to view private details, select the **Delegate can see my private items** check box. Click **OK.**

NOTE: Granting access to specific or individual private items, rather than all private items, is not available. Access is to all private items or none.



h. Select the appropriate meeting request selections and Click **OK.**

Tip:

- **Send on Behalf:** Messages sent will include your name as well as the delegate's name.
- **Send As:** Messages will only display your name.
- If you do not want to set **Send-on-Behalf** permissions, follow the screen instructions.
- Once the person is added as a delegate, they need to add your mailbox to their own Outlook profile. Outlook will show their personal mailbox as well as your mailbox.

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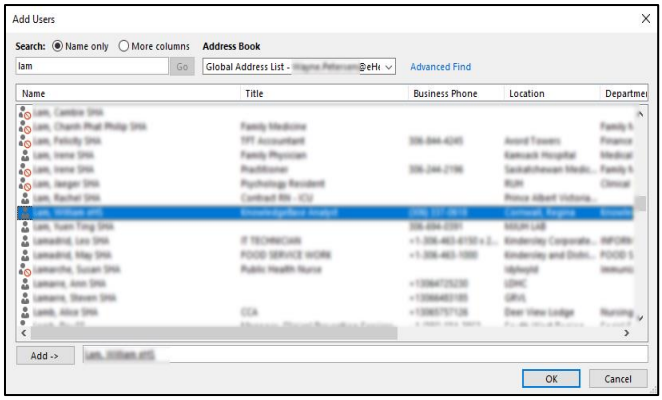
1. Change Permissions for a Delegate / Remove Delegate

a. Click the **File** tab.

b. Click **Account Settings**. Select **Delegate Access**.

c. Click the name of the delegate for whom you want to change permissions. Select **Permissions**.



NOTE: If you want to remove all delegate permissions, click **Remove** and skip the following steps.

d. Change the permissions for any Outlook folder that the delegate has access to.

e. Select **Automatically send a message to delegate summarizing these permissions** check box to notify the delegate of permission changes.

NOTE: Select the **Delegate receives copies of meeting-related messages sent to me (recommended)** option if meeting requests and responses should be sent to the delegate as well.

Ensure that the delegate is assigned **Editor** permission to your **Calendar** folder (ability to read, create, and modify items).

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Modify Permissions for a Shared/Team Calendar

* These steps are similar to modifying your personal calendar permissions.

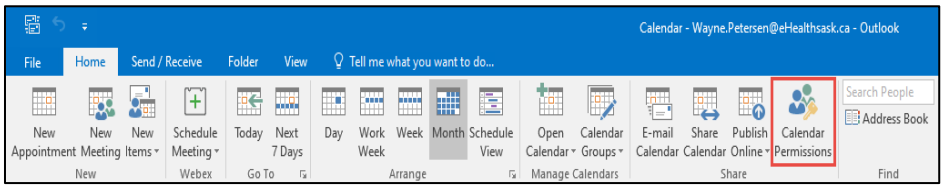
NOTE: Permissions for a shared mailbox/calendar can be modified to allow others visibility. The Free/Busy option allows people to view the shared team calendar for meeting availability.

1. Change Permissions on a Shared Calendar

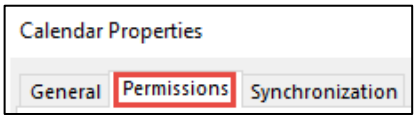
NOTE: Team members with full access and/or mailbox owners are able to modify permissions for a shared mailbox/calendar.

a. Click **Calendar Icon** in the lower left corner.

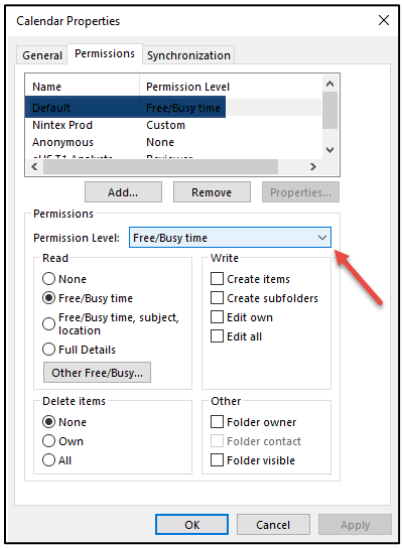
b. Click on **Calendar Permissions**.



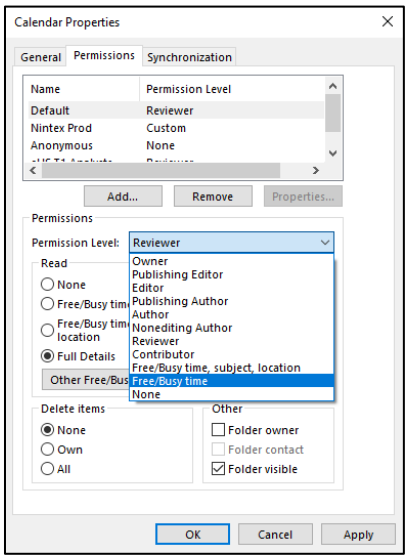
c. Select the **Permissions** tab.



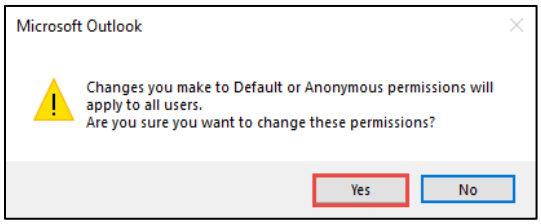
d. Select the **Permission Level** drop-down box.



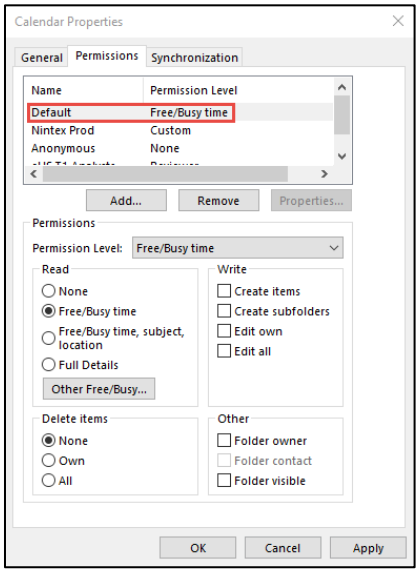
e. Select **Free/Busy time** or **Full Details** (*whichever is appropriate*).



f. Click **Yes.**



NOTE: The default permission should show the permission you granted.



g. Select **Apply** and **OK.**

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