Modify Personal and Shared Calendars in Outlook 2016

Acronym List.................................................................................................................................................. ii
Review History................................................................................................................................................ ii
Version History............................................................................................................................................... ii
Modify Personal Calendar Permissions in Outlook 2016........................................................................... 1
  1. How to change to Free/Busy permission within Outlook Calendar..................................................... 1
Sharing your Personal Outlook Calendar with other People........................................................................ 3
  1. How to share a calendar with people inside or outside of your team/organization.............. 3
  2. Stop Sharing your Calendar................................................................................................................... 5
What Does Delegate Access Do?................................................................................................................ 6
Make Someone My Delegate......................................................................................................................... 7
  1. Change permissions for a delegate/Remove Delegate.............................................................................. 9
# Acronym List

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>eHS</td>
<td>eHealth Saskatchewan</td>
</tr>
<tr>
<td>SHA</td>
<td>Saskatchewan Health Authority</td>
</tr>
</tbody>
</table>

## Review History

<table>
<thead>
<tr>
<th>Reviewed by</th>
<th>Review Date</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>KM Team Lead</td>
<td>May 2, 2022</td>
<td>Exchange Outlook setting update</td>
</tr>
</tbody>
</table>

## Version History

<table>
<thead>
<tr>
<th>Version</th>
<th>Implemented by</th>
<th>Revision Date</th>
<th>Approval</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Wayne Petersen, William Lam</td>
<td>April 28, 2022</td>
<td>KM Team Lead</td>
<td>Exchange Outlook setting update</td>
</tr>
<tr>
<td>1.1</td>
<td>Wayne Petersen</td>
<td>April 29, 2022</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.2</td>
<td>Wayne Petersen</td>
<td>June 24, 2022</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Modify Personal Calendar Permissions in Outlook 2016

**NOTE:** Free Busy is the default setting for all new mailboxes. The Free Busy option allows a person to restrict/limit other people’s access to view their personal calendar while still being able to view their availability.

1. **How to change to Free/Busy permission within Outlook Calendar**
   
a. Click Calendar Icon in lower left corner.

![Calendar Icon](image1)

b. Click on ‘Calendar Permissions’.

![Calendar Permissions](image2)

c. Select ‘Permission’ tab.

![Permission Tab](image3)

d. Click ‘Default’.

![Default Setting](image4)

[Return to first page](#)
e. Click ‘Permission Level’ drop down box.

f. Select ‘Free/Busy time’.

g. Click ‘Yes’.

**NOTE:** You will only be prompted to complete this step if at some point changes have been made to the original default settings. If you do not get this message than disregard this step.
Sharing your Personal Outlook Calendar with other People

**NOTE:** The benefits of a shared calendar is to allow others visibility to your personal calendar/schedule without having to contact each person individually.

1. How to share a calendar with people inside or outside of your team/organization

   a. Click Calendar.

   ![Calendar Icon]

   b. Select ‘Share Calendar’.

   ![Share Calendar Dialog]

   c. A ‘Sharing invitation’ email request box will now come up. Insert the email address of the person whom you wish to share your calendar with | Click ‘Send’.

   ![Sharing Invitation]

   d. Click ‘Yes’.

   ![Permission Confirmation]

Return to first page
e. The person you have shared your calendar will receive a sharing invitation by email. Once the recipient clicks ‘Accept’ they will see your shared calendar in their Calendar Properties Permissions tab.

If you see an error message that says ‘This calendar can’t be shared’, there are three possible reasons.

- The email address is invalid.
- The email address is for an Microsoft 365 Group

What permissions people have to your calendar?

You can choose from several different permission levels when sharing your calendar.

**Can view when I'm busy.** Those sharing your calendar with this permission level can only see which times you’re available, like this:
• **Can view titles and locations.** Those sharing your calendar with this permission level will see availability and the subject and meeting location, like this:

![Calendar View](image1)

• **Can view all details.** Those sharing your calendar with this permission level will see all details of your appointments, just like what you see.

![Calender Details](image2)

Examples:

- Availability only
- Limited details (perhaps for team members etc.)
- Full details (perhaps for ‘delegate’ or supervisor etc.)

2. **Stop Sharing your Calendar**

   a. Click ‘Calendar’.

   ![Calendar Options](image3)

   b. Under My Calendar | right-click on your Calendar | Select ‘Properties’.

   ![Property Settings](image4)
c. Select ‘Permissions’ tab | click on name of person you want to stop sharing calendar with | click ‘Remove’ | select ‘OK’.

What Does Delegate Access Do?

**NOTE:** Delegate Access goes beyond just sharing access to your folders. Delegates are granted additional permissions, such as creating email messages or responding to meeting requests on your behalf.

- As the person granting permission, you determine the level of access that the delegate has 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.

What are the delegate permission levels?

- **Reviewer:** With this permission, the delegate can read items in your folders.

- **Author:** With this permission, the delegate can read and create items, and change and delete items that he or she creates. For example, a delegate can create task requests and meeting requests directly in your Task or Calendar folder and then send the item on your behalf.

- **Editor:** With this permission, the delegate can do everything that an Author has permission to do and additionally can change and delete the items that you created.
Make Someone My Delegate

a. Click the ‘File’ tab.

![File tab in Outlook](image)

b. Click ‘Account Settings’, and then click ‘Delegate Access’.

![Delegate Access in Outlook](image)

c. Click ‘Add’.

If Add does not appear, an active connection might not exist between Outlook and Exchange. The Outlook status bar displays the connection status.

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

**NOTE:** The delegate must be a person in your organization’s Exchange Global Address List (GAL).

![Delegate selection in Outlook](image)

Return to first page
e. Click ‘OK’.

f. In the Delegate Permissions dialog box, accept the default permission settings or select custom access levels for Exchange folders.
   - If a delegate needs permission to work only with meeting requests and responses, the default permission settings, such as Delegate receives copies of meeting-related messages sent to me, are sufficient. You can leave the Inbox permission setting at None. Meeting requests and responses will go directly to the delegate’s Inbox.

   **NOTE:** By default, the delegate is granted Editor (can read, create, and modify items) permission to your Calendar folder. When the delegate responds to a meeting on your behalf, it is automatically added to your Calendar folder.

g. To send a message to notify the delegate of the changed permissions, select the ‘Automatically send a message to delegate summarizing these permissions’ check box.

h. If you want, select the ‘Delegate can see my private items’ check box.

**IMPORTANT:** This setting affects all Exchange folders. This includes all Mail, Contacts, Calendar, Tasks, Notes, and Journal folders. There is no way to grant access to private items in only specified folders.

i. Click ‘OK’.

**NOTES:**

- Messages sent with Send on Behalf permissions include both the delegate's and your names next to From. When a message is sent with Send As permissions, only your name appears.
- Once you add someone as a delegate, they can add your Exchange mailbox to their Outlook profile.
1. Change permissions for a delegate/Remove Delegate

   a. Click the ‘File’ tab.

   b. Click ‘Account Settings’, and then click ‘Delegate Access’.

   c. Click the name of the delegate for whom you want to change permissions, and then click ‘Permissions’.

   **NOTE:** If you want to remove all Delegate Access permissions, don’t click Permissions but instead click ‘Remove’ and skip the rest of these steps.

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

   e. To send a message to notify the delegate of the changed permissions, select the ‘Automatically send a message to delegate summarizing these permissions’ check box.

   **NOTE:** If you want copies of meeting requests and responses that you receive to be sent to a delegate, ensure that the delegate is assigned ‘Editor (can read, create, and modify items)’ permission to your ‘Calendar’ folder, and then select the ‘Delegate receives copies of meeting-related messages sent to me’ check box.