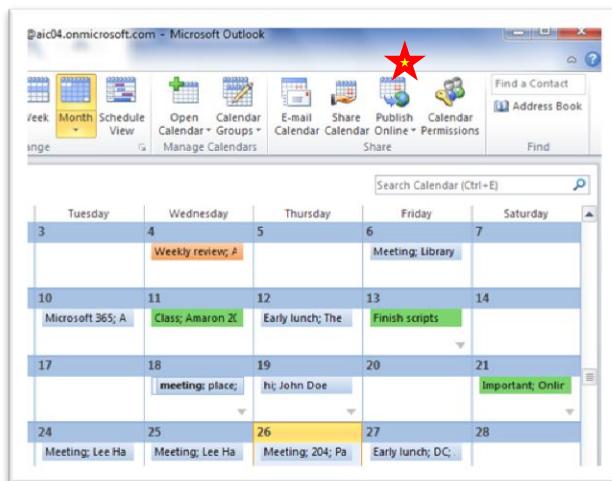
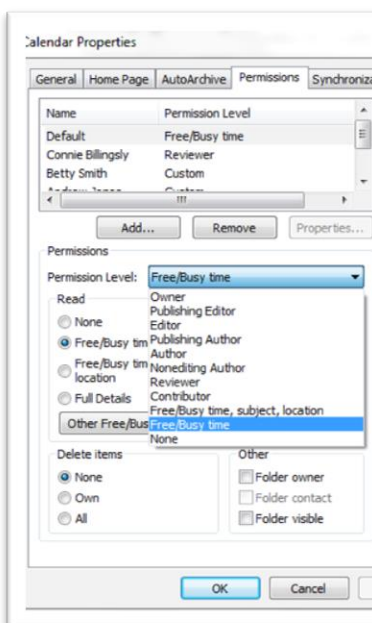


## Granting Outlook Calendar Permissions

1. Grant specific viewing and editing permissions to trusted calendar users
2. From the ribbon, click on **Calendar Permissions**.★



3. In the Calendar Permissions menu, **Default** permission level should always be Free/Busy Time
4. Modify permissions for a current user or add a new user.



<b>Publishing Editor</b>	Create, read, modify, and delete all items and files, and create subfolders.
<b>Editor</b>	Create, read, modify, and delete all items and files.
<b>Author</b>	Create and read items and files, and modify and delete items and files that you create.
<b>Contributor</b>	Create items and files only. The contents of the folder do not appear.
<b>Reviewer</b>	Read items and files only.
<b>Custom</b>	Perform activities defined by the folder owner.
<b>None</b>	You have no permission. You cannot open the folder.

After granting permissions, both users may need to close out of Outlook and restart before permissions take effect.