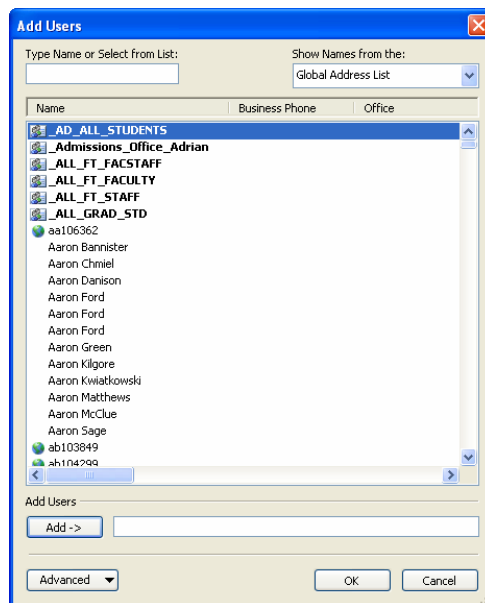
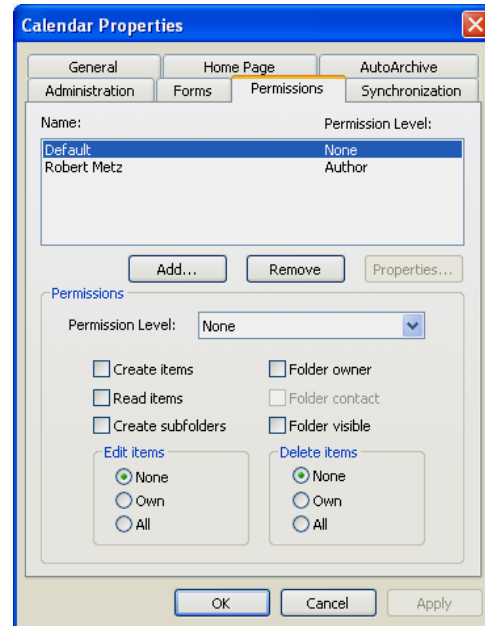


SHARING CALENDARS

It is possible to share your Calendar with any one who is on the Exchange Server network. If another network user shares his or her Calendar with you, it is possible for you to view it on your own computer. Your Calendar and the other person's Calendar will display side-by-side.

GRANTING PERMISSIONS

- ✦ Click on the **Calendar** button on the **Navigation Pane**.
- ✦ Do one of the following:
 - ✦ Click **File** on the **Menu Bar**, point to **Folder**, and then click **Sharing**.
 - ✦ Click the **Share my Calendar** link in the **Navigation Pane**.
- ✦ The **Calendar Properties** dialog box will display (see illustration top right).
- ✦ Click the **Permissions** tab, if necessary.
- ✦ Click the **Add** button to grant permission to a colleague.
- ✦ The **Add Users** dialog box will display (see illustration bottom right).
- ✦ Click the list arrow for **Show Names from the** box.
- ✦ Select **Global Address List**, if necessary.
- ✦ A Calendar can only be shared with someone in the Global Address List.
- ✦ In the **Type Name or Select from list** box, input the first name of the person with whom you are sharing the Calendar.
 - ✦ It may be necessary for you to input the last name as well as the first name.
 - ✦ How the names are displayed and how you key them in depends on how the Global Address List is configured.
- ✦ Once the name has been located, click on the name.
- ✦ Click the **Add** button under **Add Users** to add the name to the **Add** list.
- ✦ Continue this process until all names have been added.
- ✦ Click **OK** to return to the **Calendar Properties** dialog box.
- ✦ Click on each name and then select the permissions to be granted. The permissions that may be granted are described in the Permissions section on the next page.
- ✦ Always make sure that **Anonymous** is set at **None** in the **Permission Level** box in order to protect your computer from malicious users.

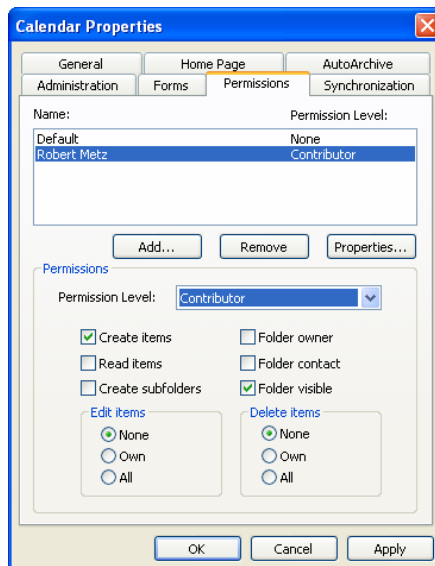


PERMISSIONS DIALOG BOX

This dialog box is used to add the people for whom Calendar sharing is to be granted. It also allows you to specify which permission each person has.

Name

- ✦ Displays the user names and their permissions for the folder.
- ✦ The default permission is the role granted to all general users.
- ✦ Folder users can view their own permissions.
- ✦ If the folder owner sets up a permission that is different from the default permission, the name appears.
- ✦ If the folder owner sets up permission for a distribution list that you are a member of, the distribution list name appears.
- ✦ If the folder owner has not set up a specific permission for you, you are a general user and the default permission appears.



Add

- ✦ This option is used to select a user, distribution list, and/or a public folder name to add to the **Name** box.

Remove

- ✦ This option is used to remove selected names, distribution list, and/or public folder from the **Name** box.

Properties

- ✦ To display the properties for the selected name, click this button.

Permissions

- ✦ This option is used to specify a role for the selected name.
- ✦ When a role is selected, the permissions associated with that role are automatically selected.
- ✦ When individual permissions are selected, the matching role name appears in the **Permission Levels** box.
- ✦ The permissions that are granted are displayed below the **Permission Levels** box.
- ✦ If there isn't a matching role, **Custom** appears.
- ✦ **Custom** cannot be selected, it appears automatically.

Permission Levels

✦ *Owner*

- ✦ The specified people and/or lists are granted all permissions to the folder.
- ✦ They are able to create, read, modify, and delete all items and files and can create subfolders.
- ✦ The owner can also change permission levels that others have for the folder.
- ✦ This is the permission granted to someone whose computer the Calendar is stored on.

† *Publishing Editor*

- ✦ The specified people and/or lists are granted permission to create, read, modify, and delete all items and files.
- ✦ They are allowed to create subfolders.
- ✦ The only two permissions that they are not allowed are Folder Owner and Folder Contact.

† *Editor*

- ✦ The specified people and or lists are granted permission to create, read, modify, and delete all items and files.
- ✦ They are not allowed to create subfolders.
- ✦ They are not specified as Folder Owner or Folder Contact.

† *Publishing Author*

- ✦ The specified people and/or lists are granted permission to create items in the calendar.
- ✦ They can read items and files created by the owner.
- ✦ They are given permission to modify and delete items and files created by them.
- ✦ They cannot modify or delete items and files created by the owner.
- ✦ They are granted permission to create subfolders.
- ✦ The only two permissions that they are not granted are Folder Owner and Folder Contact.

† *Author*

- ✦ The specified people and/or lists are granted permission to create items in the calendar.
- ✦ They are granted permission to read items and files created by the owner and the author.
- ✦ They are granted permission to delete items and files created by the author.
- ✦ They are not allowed to modify or delete items created by the owner.

† *Nonediting Author*

- ✦ The specified people and/or lists are granted permission to create and read items and files.
- ✦ They are not permitted to edit any of the items on the Calendar.
- ✦ They are permitted to delete any items that they input.
- ✦ They are not allowed to delete any items that the owner adds.
- ✦ They are not allowed to create subfolders.

† *Reviewer*

- ✦ The specified person and/or lists are granted permission to read items and files only.
- ✦ They are not granted any other permission.

† *Contributor*

- ✦ The specified person and/or lists are granted permission to create items and files only.
- ✦ They are not granted any other permission.
- ✦ The contents of the folder do not appear.

† *None*

- ✦ The specified people and/or lists are not granted any permission in the folder.
- ✦ This is the default permission when you want to limit the folder audience to only users specifically added to the **Name** box.

Default Permissions

When one of the permissions listed in the previous section is selected, an X will appear in the check boxes indicating the options that are normally allowed for that particular role. Once the role has been selected, it is possible to modify which permissions each individual may have. If any of the other options are selected, the role will change to either **Custom** or to a different role in the Permission Level list, depending on which options were chosen.

✚ *Create Items*

- ✦ The specified people and/or list are granted permission to post items in the folder.

✚ *Read Items*

- ✦ The specified people and/or list are granted permission to open any item in the folder.
- ✦ They cannot make any revisions to the folder.

✚ *Create Subfolders*

- ✦ The specified people and/or list are granted permission to create subfolders in the folder.
- ✦ They are not able to make any other changes to the folder.

✚ *Folder Owner*

- ✦ This person is granted all permissions in the folder.

✚ *Folder Contact*

- ✦ The specified people and/or list are granted folder contact status.
- ✦ Folder contacts receive notifications from the folder.
- ✦ Folder contacts receive requests from users for additional permissions or other changes in the folder.

✚ *Folder Visible*

- ✦ The specified people and/or list are granted permission to see the folder.

✚ *Edit Items* - Select from one of the following options.

- ✦ **None** - This option does not allow changes to any item
- ✦ **Own** - This option allows modification to be made to items that were created.
- ✦ **All** - This option allows the specified person and/or list to modify any item.

✚ *Delete Items* - Select one of the following options.

- ✦ **None** - This option does not allow you to delete any item.
- ✦ **Own** - This option allows you to delete items that you created.
- ✦ **All** - This option allows you to delete any item.

✚ *Apply* - Click this button to apply the changes that were made while the dialog box is still open.

✚ *OK* - Click this button to save the changes and exit the dialog box.

