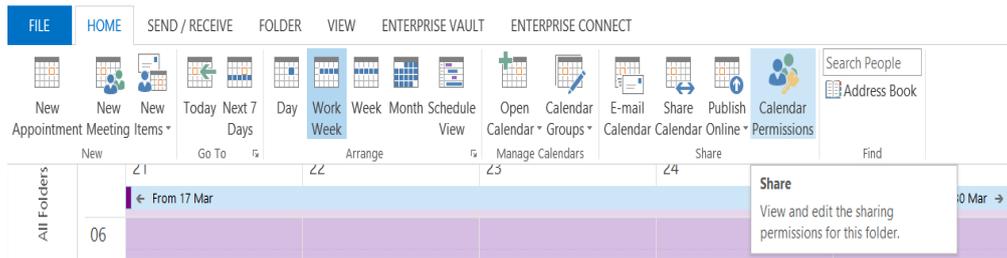


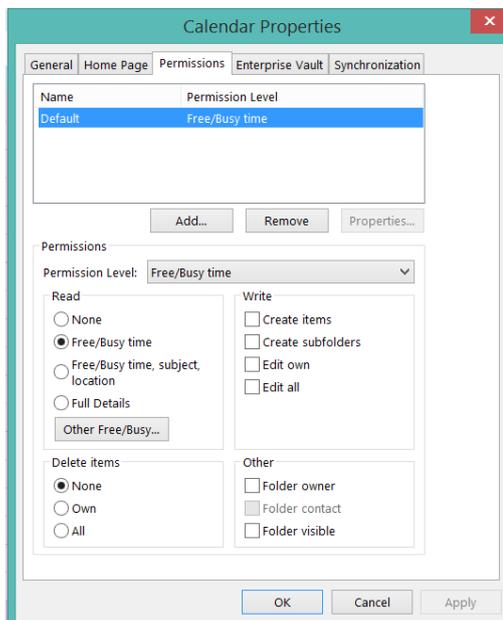
Protecting our Information Assets

Managing your Outlook Calendar

You should **always** be aware who has access to your Outlook Calendar. Check your Calendar Permissions.



Outlook is set with a Default group that covers all Council Network Outlook users. You can then add additional members and decide the level of access you wish to allow.



What are Permission Levels in Outlook?

Permission Level	Definition
Owner	Allows full rights to the mailbox including assigning permissions; it is recommended not to assign this role to anyone.
Publishing Editor	Create, read, edit, and delete all items; create subfolders.
Editor	Create, read, edit, and delete all items.
Publishing Author	Create and read items; create subfolders; edit and delete items created by the user.
Author	Create and read items; edit and delete items they've created.
Non editing Author	Create and read items; delete items created by the user.
Reviewer	Read Items
Contributor	Create Items
Free/Busy time, subject, location	View the time, subject, and location of the appointment or meeting on your calendar.
Free/Busy time	Shows only as Free or Busy on your calendar. No details are provided.
None	No permissions are set for the selected user on the specified calendar

For additional guidance on Managing your Outlook Calendar go to:

<https://support.office.com/en-us/article/Share-your-calendar-information-353ed2c1-3ec5-449d-8c73-6931a0adab88>