

## Microsoft Outlook 2013: Calendar Permission Levels and their meaning

**FULL** permission means the user can Read, Edit, and Delete appointments/meetings.

The following three **FULL** Permission Levels allow the granted person to delete files in the calendar you give them access to. Use these **FULL** permissions with caution.

- **Owner** - This grants **FULL** permission to the selected calendar. Typically a bad idea.
- **Publishing Editor** - This also grants **FULL** permission to the calendar, but it does not change who "owns" the calendar. Be careful when using this option (useful if other people need to organize your calendar)
- **Editor** - This grants **FULL** permission. Good for basic calendar sharing.

The following two Permission Levels allow the granted person to edit/delete only the appointments/meetings they have created.

- **Publishing Author** - Similar to Publishing Editor, except the granted user cannot delete appointments or meetings you have created.
- **Author** - Similar to Editor, except the granted user cannot delete appointments or meetings that you have created.

The following four Permission Levels grant minimal access to your calendar.

- **Nonediting Author** - The user can create appointments/meetings but cannot edit anything. They can delete items that they have created.
- **Reviewer** - The user can see the calendar.
- **Contributor** - The user can create appointments/meetings
- **None** - The user has no permissions (That is why the Default user is setup with the Permission Level: None).

To give someone rights to your calendar or see what rights they have, right mouse click on a calendar, then **Properties**, on the **Permissions** tab you will see the various levels. Click on the Name of the person to see their level. The **Add** button is used to add someone to have rights on your calendar.

**Permissions Level** drop down arrow give you the various levels explained above.

The **Remove** button allow you to remove someone from having rights to your calendar.

Any changes or additions to these **Calendar Properties** be sure to click the **Apply** button, then the **OK**.

