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.