

## Permission Levels in Outlook 2010

<b>Level:</b>	<b>Capabilities:</b>
<b>None</b>	The person cannot see any information related to your calendar.
<b>Free/Busy Time</b>	The person can see when you're free or busy
<b>Free/Busy Time, Subject, Location</b>	The person can see the time, subject, and location of your appointments.
<b>Contributor</b>	The person can put appointments on your calendar but cannot see details of existing appointments.
<b>Reviewer</b>	The person can read everything related to an appointment (except a private one) and see folder, but not subfolders.
<b>Non-editing Author</b>	The person can see appointment details, create appointments (but not folders), and delete the appointments they created.
<b>Author</b>	The person can see appointment details, create appointments, edit appointments they created, and delete appointments they created.
<b>Publishing Author</b>	The person can do everything an Author can, plus create subfolders.
<b>Editor</b>	The person can create items, edit all appointments, delete any appointment, and see the full details of all appointments.
<b>Publishing Editor</b>	The person can do everything an Editor can, plus create subfolders.
<b>Owner</b>	The person will have the same permissions to your calendar that you have.