

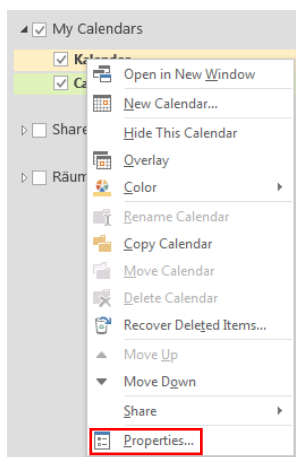


Outlook calendar sharing

It is desirable that employees of the HTW Chur hold their Outlook calendar up to date and share it to the other employees.

IMPORTANT: Dates, which are marked as “private”, are according to the following settings seen as occupied time, without seeing details such as location, notes, etc.

1. Start Outlook.
2. Open the properties of the calendar over a right click on the calendar.



3. Switch to the register “Permissions”.
4. Set the default permissions to “Reviewer”.

