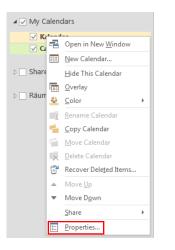


Outlook calendar sharing

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".

Seneral Home Page		AutoArchive	Permissions	Synchronization
Name		Permission Level		
Default		Reviewer		
Permiss	Add	. Rem	nove Proj	perties
		Reviewer		_
Permission Level:		Owner		
		Publishing Editor		
None		Editor Publishing Author		
	bject, locati	Nonediting Au	thor	
	II Details	Contributor		
Oth		Free/Busy time, Free/Busy time	, subject, locati	on
		None		
Delete items			Other	
None			Folder owner	
Own		Folder contact		
IIA (\checkmark	Folder visible	