

Office of Information Technology UNIVERSITY OF COLORADO DENVER | ANSCHUTZ MEDICAL CAMPUS

# Mac Outlook 2016

**Calendar Sharing** 

### Highlight calendar to share then click "Calendar Permissions"

●●●													Calendar				
	Hom	е	O	gan	ize	Т	ools										
Ap	point	ment	Mee	2 eting	Ne Iter	ew ms	T	oday	Day	Work Week	Week	Mont	th	Open Sha Calenda	ared ar P	Calenda ermissio	ar E
-	I	D	ecer	nbe	r <b>20</b> ′	18		►	<b>( )</b>	D	ecen	ıber	2	- Dece	mbe	er 8,	2018
	S 25	M 26	Т 27	W 28	Т 29	F 30	s 1			2	Sun		3	Mon		4	Tue
	2	3	4	5	6	7	8										
	9	10	11	12	13	14	15										
	16	17	18	19	20	21	22		9 AM							SD St	aff
	30	24 31	1	26	3	4	29 5									LW-13 MATIS	ng 330A 5 <b>∂≜</b> &
My Calendars						10 AM							CAB	Veetings			
sean.prysock@ucdenver.edu								edu								Camp Servic	us ces
On My Computer								11 AM							DAVID	). 242	

#### "Permissions" tab > "Add User..."



### Search for person to share with



## **Choose permissions level**

Gen	eral Storag	e Permissions	Owner	folder owner,
User I	Role			folder. (Does
Default f	Free/Busy time			
Finlay, Patrick	Publishing Edit	or	Publishing	Create, read,
Prysock, Sean	Reviewer		Editor	apply to dele
Thao, Alysia2	Free/Busy time	1		
Buny, Fatimaalzh F	Free/Busy time	1	E alta a	Overste word
Lester, Jason	Reviewer		Editor	Create, read,
Christensen, Ma.,	Reviewer			
	None Owner		Publishing Author	Create and re files that you
Permission Level:	✓ Publishing	Editor		
Read	Editor		Author	Create and r
None	Publishing	Author		create.
	Autnor	Author		
Time, subject, i	Reviewer	Aution	Contributo	r Create items
Free/Busy time	Contributo	r	Contribute	to delegates
<ul> <li>Full details</li> </ul>	Free/Busy	Only		to delegates
Delete	Free/Busy,	Time, Subject, and Location		
None		Folder visible	Reviewer	Read items a
		Eolder contact		
Own			Custom	Perform activ
U All		Folder owner		
		Cancel	OK None	You have no

ner	Create, read, modify, and delete all items and files, and create subfolders. As the folder owner, you can change the permission levels that other people have for the folder. (Does not apply to delegates.)
blishing itor	Create, read, modify, and delete all items and files, and create subfolders. (Does not apply to delegates.)
itor	Create, read, modify, and delete all items and files.
blishing thor	Create and read items and files, create subfolders, and modify and delete items and files that you create. (Does not apply to delegates.)
thor	Create and read items and files, and modify and delete items and files that you create.
ntributor	Create items and files only. The contents of the folder do not appear. (Does not apply to delegates.)
viewer	Read items and files only.
stom	Perform activities defined by the folder owner. (Does not apply to delegates.)
ne	You have no permission. You cannot open the folder.

## Success! Simply highlight and click "Remove" to stop sharing.

Calendar Properties						
G	eneral Stora	ge Permiss	ions			
User	Role					
Default	Free/Busy tim	e				
Finlay, Patrick	Publishing Ed	itor				
Prysock, Sean	Reviewer					
Thao, Alysia2	Free/Busy tim	e				
Buny, Fatimaalzh	. Free/Busy tim	e				
Lesker, Jason	Reviewer					
Christensen, Ma	Reviewer					
		Remov	e Ad	d User		
Permission Level:	Publishin	g Editor		•		
Read		Write				
None Time, subjec Free/Busy tir Full details	t, location ne	<ul> <li>Create items</li> <li>Create subfolders</li> <li>Edit own</li> <li>Edit all</li> </ul>				
Delete		Other				
None Own All		Folder Folder	visible contact owner			
			Canc	el OK		

Still have questions? Contact the CU Denver | Anschutz Medical Campus OIT Service Desk: Call 303.724.4357 (4-HELP from a campus phone), Chat at <u>oitsupport.ucdenver.edu</u> or Open a Ticket at <u>http://4help.oit.ucdenver.edu</u>.