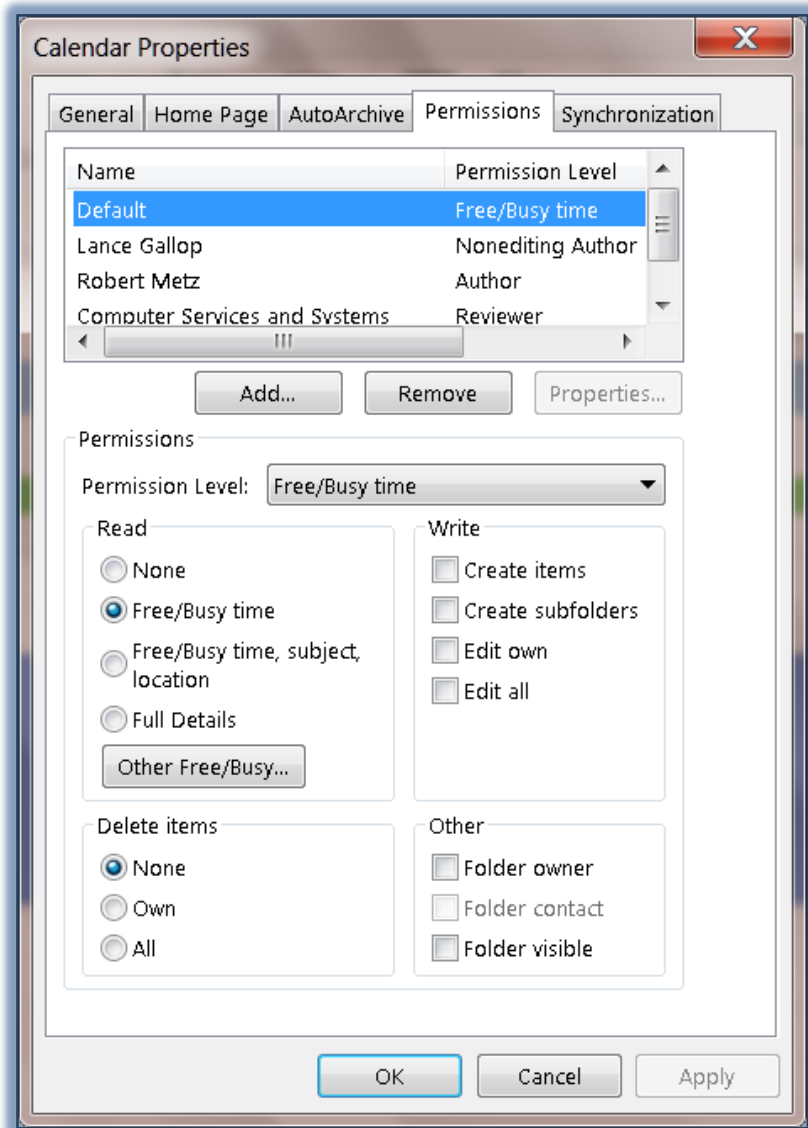


## PERMISSIONS DIALOG BOX-CALENDAR/TASK SHARING

This dialog box is used to add the people for who Calendar or Tasks sharing is to be granted. It also allows you to specify which permission each person has.

- ✦ Right-click the **Calendar** or **Tasks** list that has been shared.
- ✦ Click the **Properties** option from the list.
- ✦ Click the **Permissions** tab.



### ✦ Name

- ✦ Displays the user names and their permissions for the folder.
- ✦ The default permission is the role granted to all general users.
- ✦ Folder users can view their own permissions.
- ✦ If the folder owner sets up a permission that is different from the default permission, the name appears.
- ✦ If the folder owner sets up permission for a distribution list that you are a member of, the distribution list name appears.

- ✦ If the folder owner has not set up a specific permission for you, you are a general user and the default permission appears.

#### ✦ **Add**

- ✦ This option is used to select a user, Contact Group, and/or a public folder name to add to the **Name** box.
- ✦ When the button is clicked, the **Add Users** dialog box will display.
- ✦ Input the information and then click the **Add** button to add the user to the **Name** list.

#### ✦ **Remove**

- ✦ This option is used to remove selected names, Contact Groups, and/or public folders from the **Name** box.
- ✦ A warning message **will not** appear when the button is clicked.
- ✦ The person will be removed from the list.

#### ✦ **Properties**

- ✦ To display the properties for the selected name, click this button.

### **Permissions**

- ✦ This option is used to specify a role for the selected name.
- ✦ When a role is selected, the permissions associated with that role are automatically selected.
- ✦ When individual permissions are selected, the matching role name appears in the **Permission Levels** box.
- ✦ The permissions that are granted are displayed below the **Permission Levels** box.
- ✦ If there isn't a matching role, **Custom** appears.
- ✦ **Custom** cannot be selected, it appears automatically.

### **Permission Levels**

#### ✦ **Owner**

- ✦ The specified people and/or lists are granted all permissions to the folder.
- ✦ They are able to create, read, modify, and delete all items and files and can create subfolders.
- ✦ The owner can also change permission levels that others have for the folder.
- ✦ This is the permission granted to someone whose computer the Calendar is stored on.

#### ✦ **Publishing Editor**

- ✦ The specified people and/or lists are granted permission to create, read, modify, and delete all items and files.
- ✦ They are allowed to create subfolders.
- ✦ The only two permissions that they are not allowed are Folder Owner and Folder Contact.

#### ✦ **Editor**

- ✦ The specified people and or lists are granted permission to create, read, modify, and delete all items and files.
- ✦ They are not allowed to create subfolders.
- ✦ They are not specified as Folder Owner or Folder Contact.

#### ✦ **Publishing Author**

- ✦ The specified people and/or lists are granted permission to create items in the calendar.
- ✦ They can read items and files created by the owner.
- ✦ They are given permission to modify and delete items and files created by them.

- ✦ They cannot modify or delete items and files created by the owner.
  - ✦ They are granted permission to create subfolders.
  - ✦ The only two permissions that they are not granted is Folder Owner and Folder Contact.
- † **Author**
- ✦ The specified people and/or lists are granted permission to create items in the calendar.
  - ✦ They are granted permission to read items and files created by the owner and the author.
  - ✦ They are granted permission to delete items and files created by the author.
  - ✦ They are not allowed to modify or delete items created by the owner.
- † **Nonediting Author**
- ✦ The specified people and/or lists are granted permission to create and read items and files.
  - ✦ They are not permitted to edit any of the items on the Tasks.
  - ✦ They are granted permission to delete any items that they input.
  - ✦ They are not allowed to delete any items that the owner adds.
  - ✦ They are not allowed to create subfolders.
- † **Reviewer**
- ✦ The specified person and/or lists are granted permission to read items and files only.
  - ✦ They are not granted any other permission.
- † **Contributor**
- ✦ The specified person and/or lists are granted permission to create items and files only.
  - ✦ They are not granted any other permission.
  - ✦ The contents of the folder do not appear.
- † **Free/Busy Time, Subject, Location**
- ✦ The specified people are given permission to view the Free/Busy Time, the Subject, and the Location of the Calendar or Task.
  - ✦ They are not granted any other permissions.
- † **Free/Busy Time**
- ✦ The specified person and/or lists only have permission to view the Free/Busy times.
  - ✦ They are not given any other permissions.

## Default Permissions

When one of the permissions listed in the previous section is selected, an X will appear in the check boxes indicating the options that are normally allowed for that particular role. Once the role has been selected, it is possible to modify which permissions each individual may have. If any of the other options are selected, the role will change to either **Custom** or to a different role in the Permission Level list, depending on which options were chosen.

### † Write

- ✦ **Create Items** - The specified people and/or list are granted permission to post items in the folder.
- ✦ **Create Subfolders** - The specified people and/or list are granted permission to create subfolders in the folder. They are not able to make any other changes to the folder.
- ✦ **Edit Own** - The person who has access to the Calendar is able to edit any entries created by that person.
- ✦ **Edit All** - This person has permission to edit all items in the Calendar or Tasks folder.

### † Other

- ✦ **Folder Owner** - This person is granted all permissions in the folder.

- ✦ **Folder Contact** - The specified people and/or list are granted folder contact status. Folder contacts receive notifications from the folder. Folder contacts receive requests from users for additional permissions or other changes in the folder.
- ✦ **Folder Visible** - The specified people and/or list are granted permission to see the folder.
- ‡ **Read Items**
  - ✦ **None** - The selected person does not have any read permissions for this Calendar or Tasks item.
  - ✦ **Free/Busy Time-Calendar Only** - Click this option to permit the selected person to see the Free/Busy Times on the Calendar
  - ✦ **Free/Busy Time, Subject, Location-Calendar Only** - This option is used when the selected person is to have access to the Free/Busy Times as well as the Subject and Location for the Calendar item.
  - ✦ **Full Details** - Use this option when the selected person is to be granted permission to access all aspects of an appointment on the Calendar.
- ‡ **Delete Items** - Select one of the following options.
  - ✦ **None** - This option does not allow you to delete any item.
  - ✦ **Own** - This option allows you to delete items that you created.
  - ✦ **All** - This option allows you to delete any item.
- ‡ **Apply** - Click this button to apply the changes that were made while the dialog box is still open.
- ‡ **OK** - Click this button to save the changes and exit the dialog box.