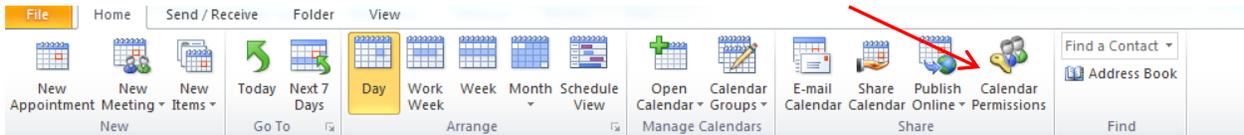
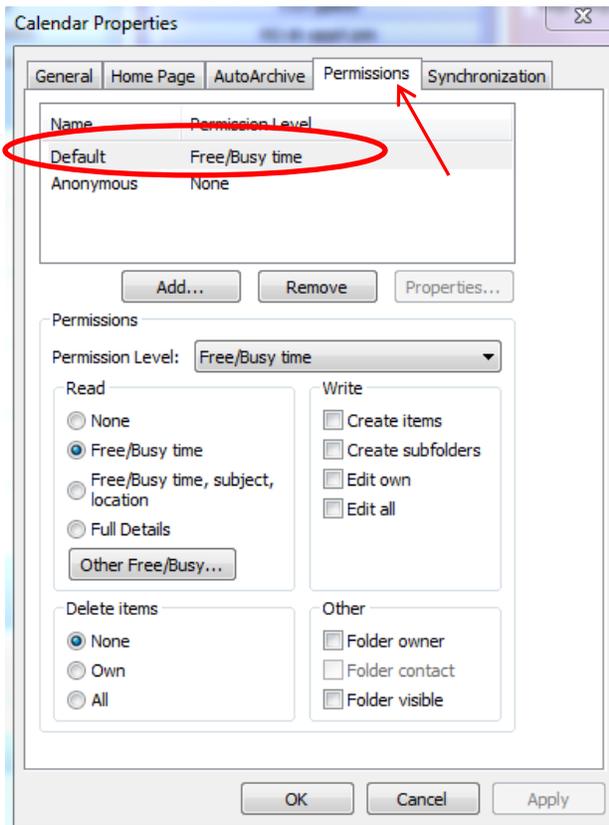


Sharing a Calendar with Everyone

1. Click the Calendar Permissions button on the Calendar Home tab.



2. Click the Permissions tab, and then click Default in the Name list.



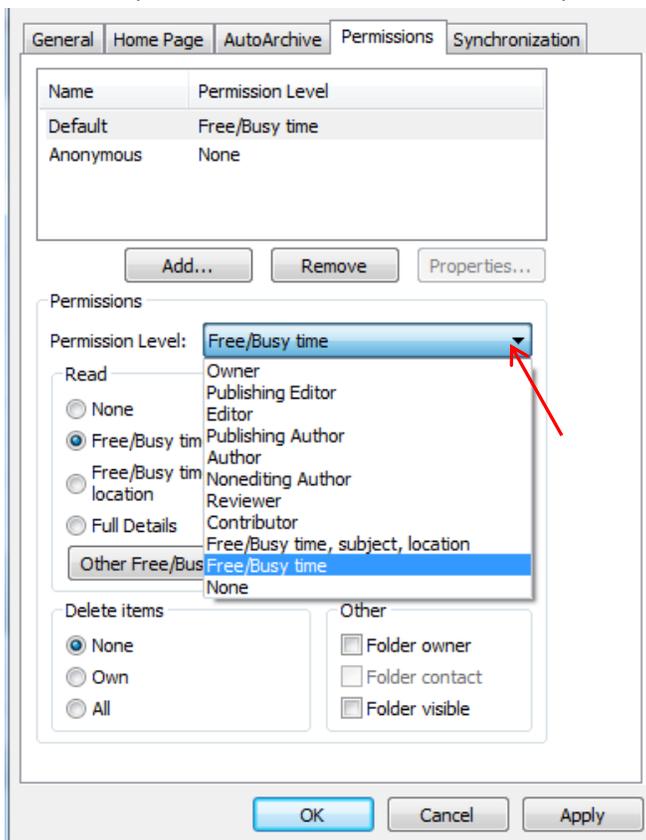
3. From the options that appear in the Permission Level drop down list, select the one that describes the kind of things you want visitors to be able to do.

Here are the options you can choose from:

- Publishing Editor: Lets a user create, edit, delete, and view Calendar items. Publishing Editors can also create subfolders within the shared folder.
- Editor: Same as Publishing Editor, except the user can't create subfolders.
- Publishing Author: Lets users create and view Calendar items, create folders and edit or delete Calendar items that they've created themselves.
- Author: Same as Publishing Author, except that the user can't create subfolders.

- Non-editing Author: Same as Author, except that the user can't edit existing Calendar items, even if he or she created them.
- Reviewer: Lets a user view Calendar items only.
- Contributor: Lets a user create and edit new Calendar items, but the user can't view existing ones unless he or she created them.
 - It is not recommended that you use Contributor access because it prevents users from scheduling meetings with you (because they can't view items – existing meetings and appointments that might interfere with the meeting they're trying to set up).
- Free/Busy Time: Allows a user to view your Free and Busy time so that he or she can determine the best time for a meeting. Calendar always has this initial setting.
- Free/Busy Time – Subject Location: Similar to Free/Busy Time, except that it allows a user to view not only the Free or Busy status of an appointment, meeting or event, but also a few more details, such as the items' subjects and locations.
- None: Prevents all users from accessing the folder at all – a user can't even view the Calendar items in the folder. You might use this setting to specifically block everyone from viewing even your Free/Busy Time.

4. Chose an option from the Permission Level drop down list for the Default



5. Click Apply and then Click Ok.

