

Why is it important to check my calendar settings?

After 8th November 2019, all staff and students will be in the same email system which means calendars will be visible to everyone else in the University. This also includes other users with an IT account such as visitors, contractors and external employees.

What others will see in your calendar

You can choose from three settings for how others can see your calendar **by default**:

- **Free/busy** – others can see the times when you are free and busy
- **Time/subject/location** – others can see the title, location and time of your calendar appointments
- **Full details** – others can see the title, location and time and can also open an appointment up to see the attendees and body of the appointment invite

Regardless of the default setting you choose, you can:

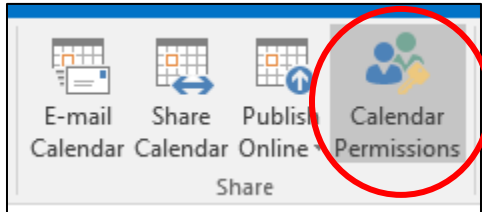
- Make certain appointments private so nobody (even those with access to your calendar) can see any details apart from the time you are busy
- Give certain people a higher level of access over your calendar so they can view more information

What should my calendar settings be?

This is dependent on the nature of your role, the content of your calendar and how widely your calendar appointments need to be visible. Check with your department for any policy or advice.

How to check (and change) the default settings for your calendar

1. From within your calendar, click on **Calendar Permissions** in the ribbon menu at the top



2. A pop-up screen will display the permission settings for your calendar. Make sure **Default** is highlighted at the top
3. For **Read** permissions, choose whether others can read:

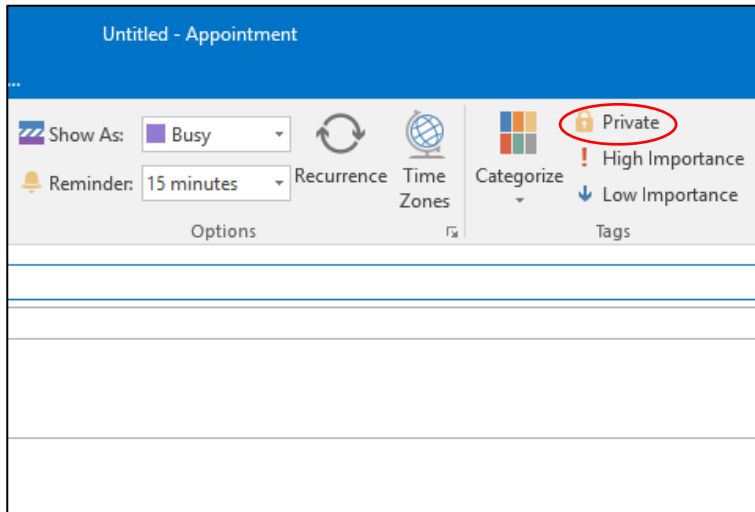
Free/busy time
Free/busy time, subject, location
Full details

Do not select **None** as this means users with older versions of Outlook will not be able to see your calendar, even if you have given them permission

4. For **Delete** permissions, set to **None**
5. Leave all items in **Write** and **Other** un-checked
6. Click **OK** to save changes.

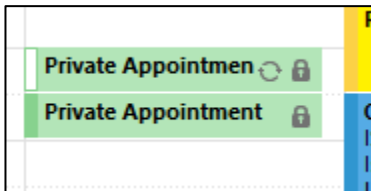
How to make appointments private

1. When creating a calendar appointment, select **Private** in the ribbon menu at the top of the appointment.



2. Alternatively, right-click on an existing appointment in your calendar and choose **Private**

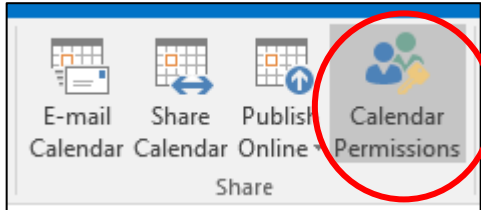
Private appointments appear to others like this:



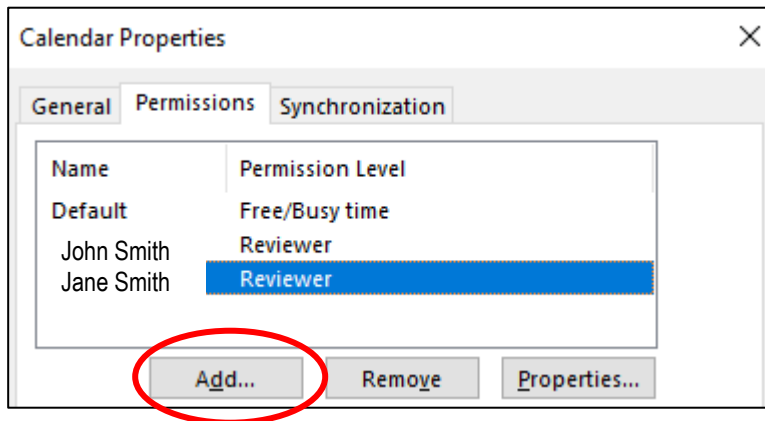
Note: If the appointment is a meeting, anyone invited to the meeting will still be able to see the details

How to give certain people access to your calendar

1. From within your calendar, click on **Calendar Permissions** in the ribbon menu at the top

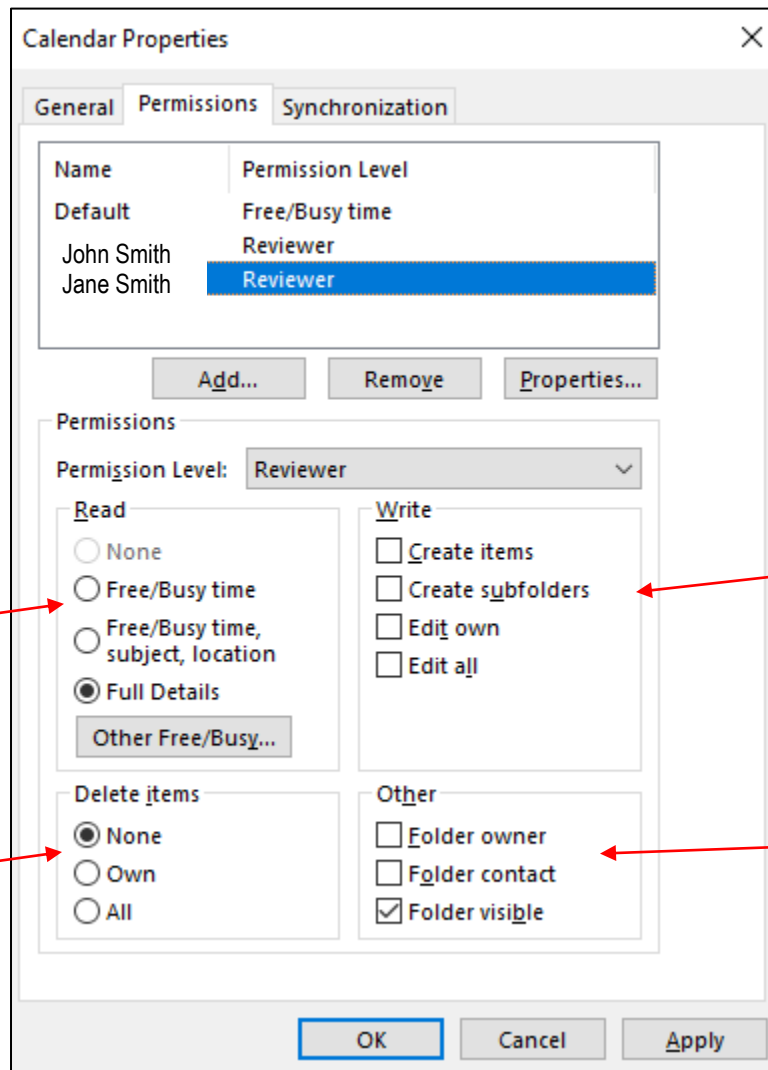


2. Click **Add** to share your calendar with somebody (Note: a list of people who already have elevated access is underneath your default permission settings)



3. The University address list will then appear; select the name of the person you want to give access to
4. Click **OK**
5. Make sure the correct name is highlighted at the top

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READ: What information the person can see in your calendar

DELETE ITEMS: Whether the person can delete items you created, items they created, or not at all

WRITE: Whether the person can create and edit appointments in your calendar

OTHER: Leave this section unchanged

6. Click **OK** to save.

Can I stop people from being able to send me meeting invites?

No, it is not possible to stop others from sending you meeting invites.