TECHNISCHE UNIVERSITÄT DRESDEN

Modification of standard rights in the personal calendar
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Schlüsselwörter

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Lösung (öffentlich)

For all users a reading permission is assigned on the free/busy times in the personal calendar when configuring the Exchange inbox. Thus, every Exchange user can access the information in any calendar. Any further descriptions like subject or location remains hidden. To change those standard access rights, you need to open the MS Outlook Program since it is not possible to change the settings in the Outlook Web App (OWA).

Within the MS Outlook calendar select your personal calendar by clicking on it with the right button of the mouse. Choose "Properties" in the now appearing pop-up menu.

Screenshot of the MS Outlook calendar pop up menu.

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Within the register "Permissions" change the reading rights for the "standard calendar" to "None". Confirm your changes by selection "OK".

Screenshot of the MS Outlook Permissions register.

To still use the option for calendar management you need to give reading authorizations to the members of the work group. Select "Add" and chose the members from the address book.

Screenshot of the MS Outlook Permissions register.