

Changing the access rights to the personal calendar

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calendar, access E-Mail Exchange Mail security

Solution (public)

The Exchange-Mail client calendar has the standard settings that authorize every user to read the free/occupied-status of every user's calendar. Detail information e.g. Topic and Place cannot be seen. To change those standard access rights, you need to open the MS Outlook Program since it is not possible to change the settings in Outlook Web App (OWA).

Within the MS Outlook calendar select your personal calendar by clicking with the right button of the mouse. Chose "Properties" of the pop-up menu. Within the register Permission change the reading rights for the "standard calendar" to "None". Confirm your changes by selection "OK".

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.

Calendar Properties