

GSD. Outlook - Free/Busy Permissions in Outlook Calendar

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General Information:

Possible symptoms/errors:

How user can change permissions for other people to see their calendar details.

Alternative names of the system:

N/A

IMPORTANT NOTICE:

N/A

Solution:

Free/Busy is a feature of Microsoft Outlook that allows users to set permissions for other people to see their calendar details.

If user wants to set the permissions for a specific group of users, advise them to:

1. Click File. Click Options. Click Calendar.
2. Under Calendar options, click Free/Busy Options...
3. Under Permissions, click on My Organization. Under Permissions choose which option you would like. Click Apply. For this example it has been set to None.

User's options are as follows:

None : No rights whatsoever to your calendar
Can view when I'm busy: You have an appointment listed, but details cannot be seen
Can view titles and locations: Your appointments are listed, but only the title and location of the appointment can be seen
Can view all details: All information about the appointments can be seen
Can edit: All information can be seen and edited

Permissions can be also granted to specific people. For the details, see KB0015943 GSD. Outlook - Delegate Outlook 2016 Calendar with Others.

Assignment Group:

Ext_WW_Collaboration_SLS_Capgemini

Ticket Creation:

Template: N/A
Categorization:

Configuration Item: N/A
Category: N/A
Subcategory: N/A

Important Links:

N/A