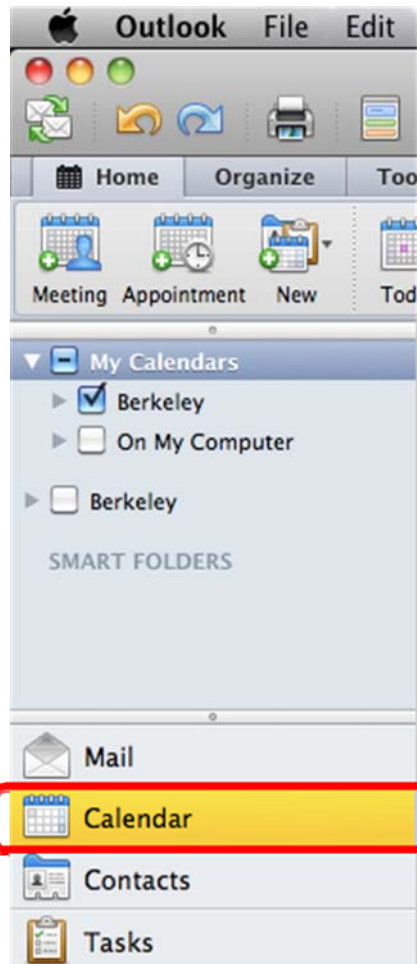


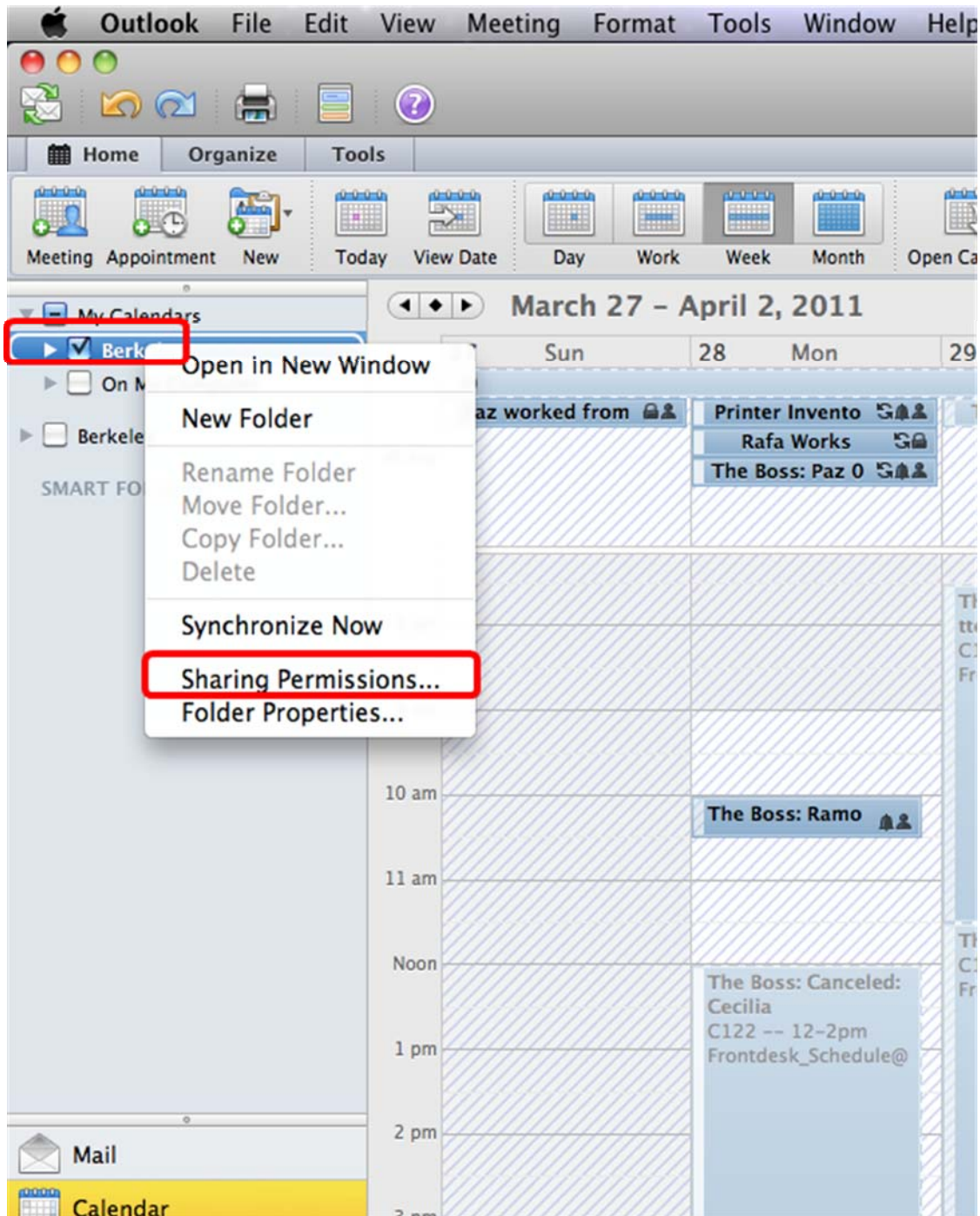
How Do I Verify my Haas Outlook/Exchange Default Calendar Permissions on my Mac?

All Haas Exchange users should review the access granted to 'Default' in your **Calendar Permissions**. The level of access granted 'Default' is the level of public access to your calendar. All users within the Haas Campus Exchange Organization are able to access your calendar based on the permissions you grant 'Default'. Additionally, users outside of the campus are able to access to your calendar given the permissions you grant to 'Default' or to specific users.

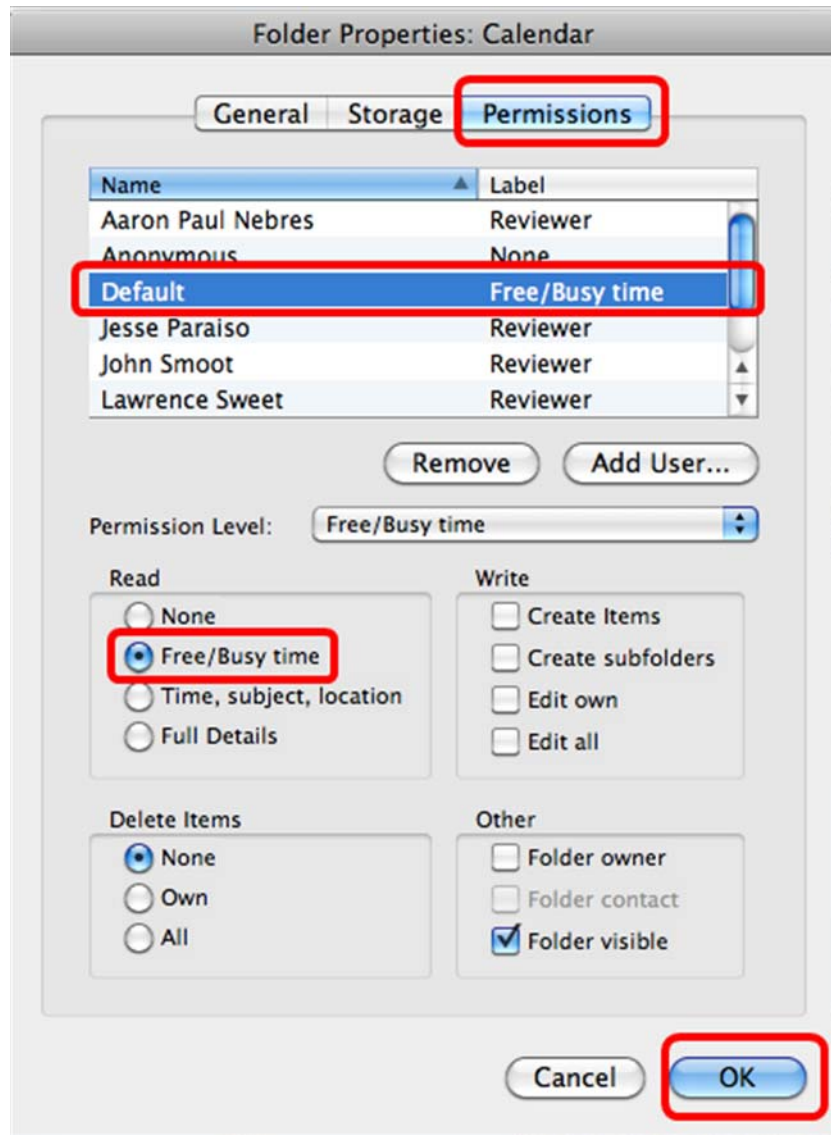
Step	Procedure
1	<p><i>Verifying / Configuring Outlook Permissions</i></p> <p>Your calendar sharing permissions for "Default" should be set to either "None" or "Free/Busy". To grant additional access to your calendar for other people you can add them individually to your calendar permissions.</p> <p>To start, open Outlook and navigate to your Calendar:</p>



Step	Procedure
2	Right-Click on your calendar and select Sharing Permissions



Step	Procedure
3	a. Once in the Folder Properties and the Permissions Tab . b. Select the name “Default” c. Go to Permission Level , and under Read , select “Free/Busy time” d. Click OK to close the Permissions window.



Step	Procedure
4	For more information on how to use your Outlook Calendar please see this document: http://groups.haas.berkeley.edu/HCS/howdoi/Outlook_Calendar_Migration/UC_Outlook_2007_Calendar.pdf

Please contact helpdesk@haas.berkeley.edu if you have any questions or concerns about how to check and reconfigure your calendar sharing permissions.