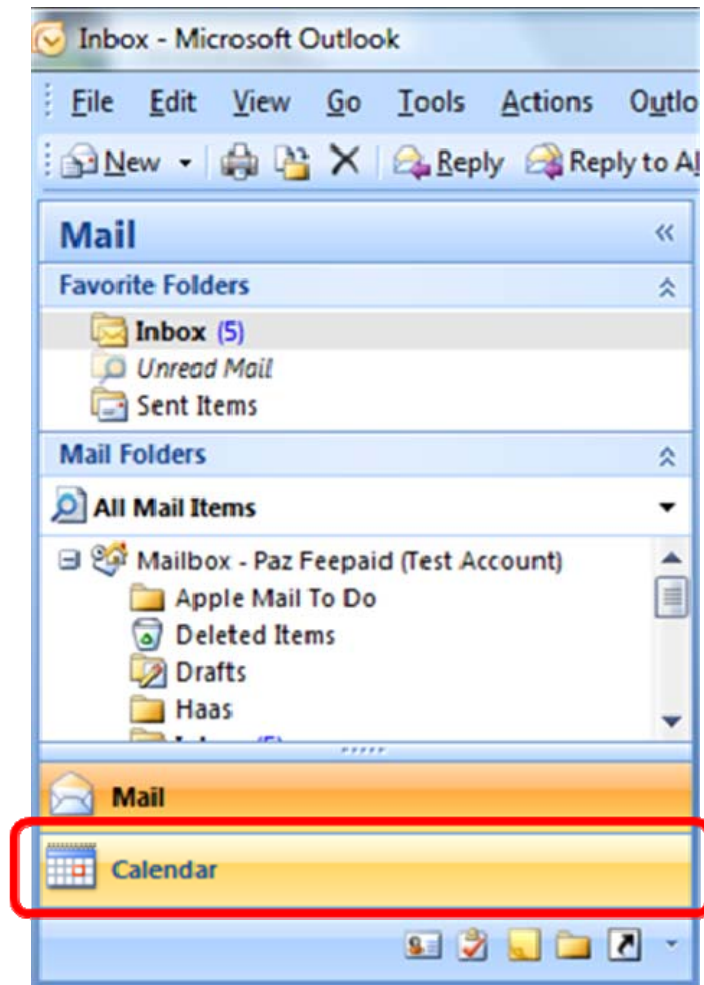


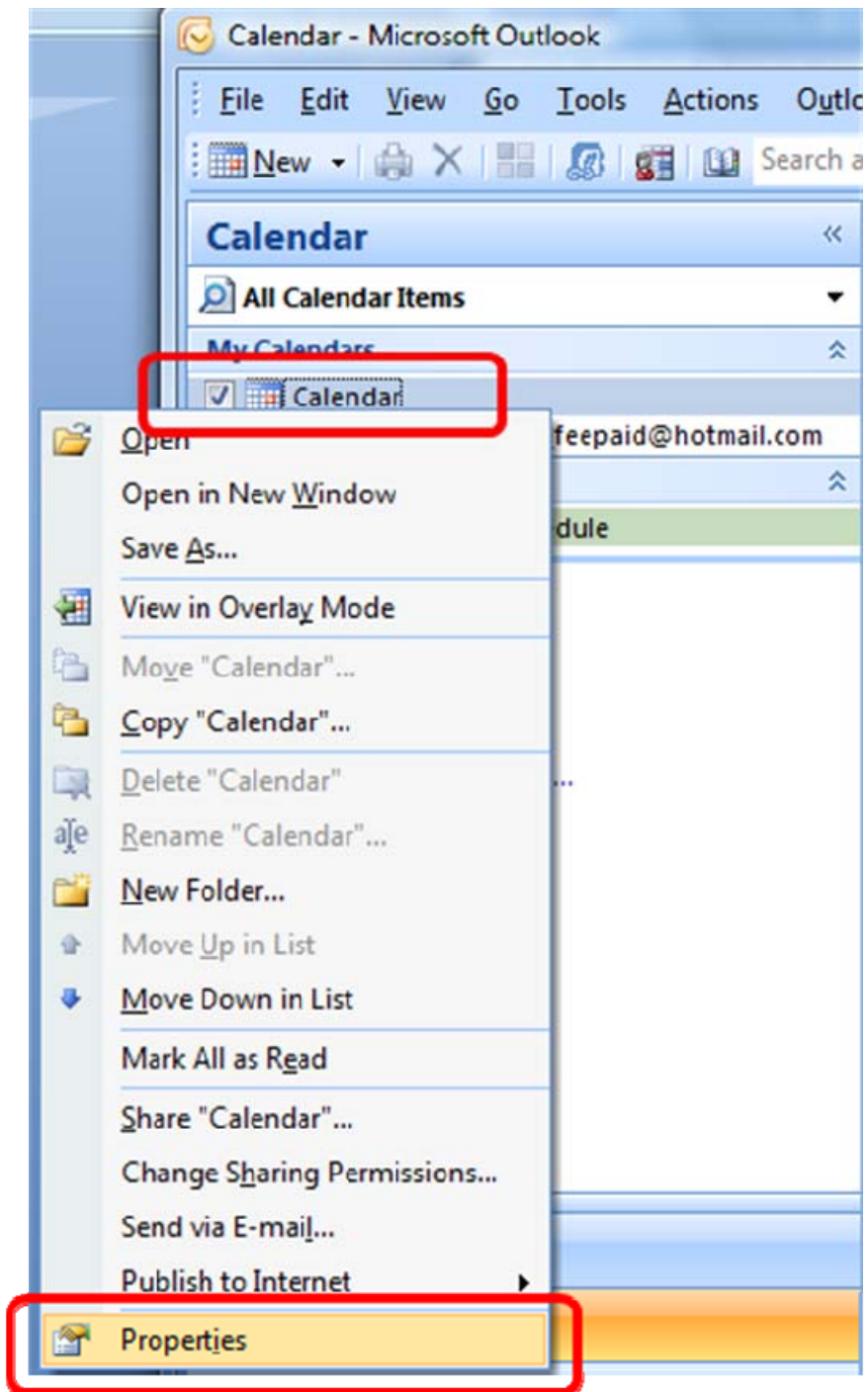
How Do I Verify my Haas Outlook/Exchange Default Calendar Permissions?

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.

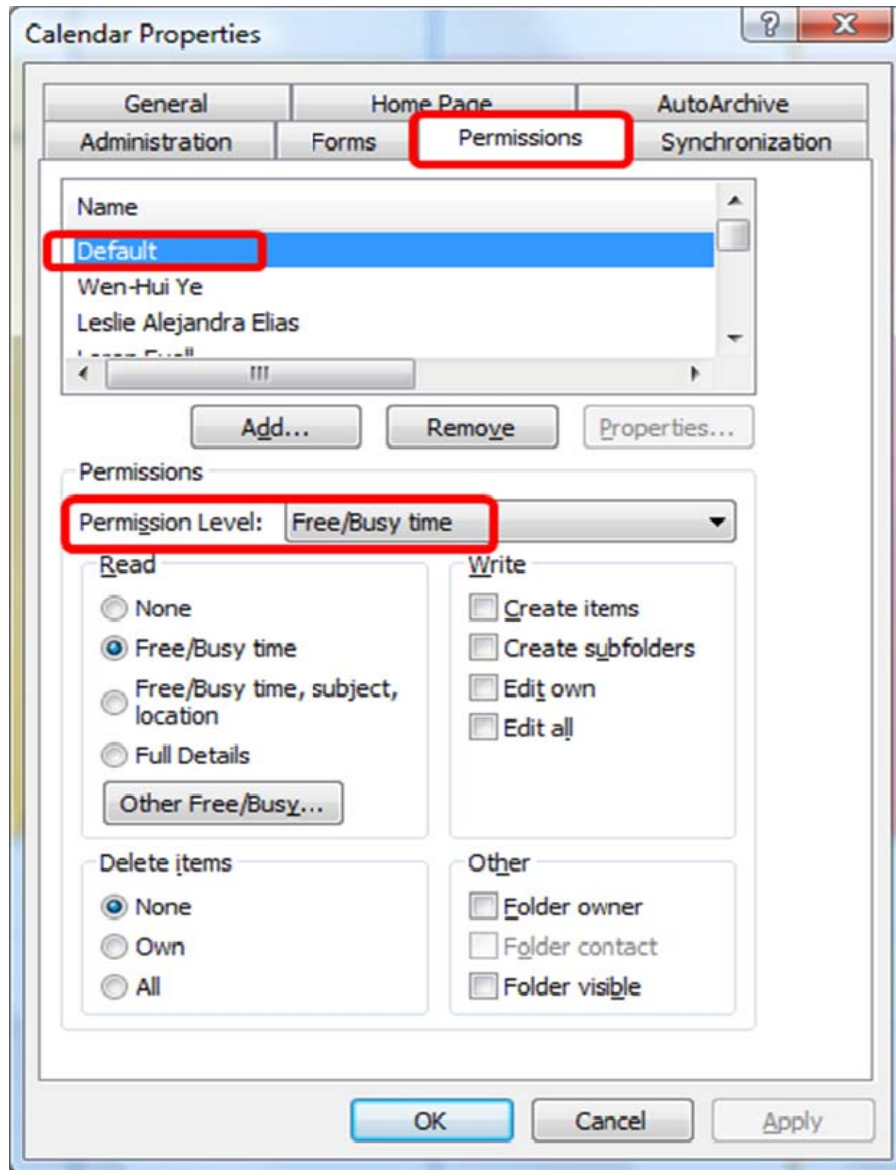
Step	Procedure
1	<p data-bbox="185 621 743 653">Verifying / Configuring Outlook Permissions</p> <p data-bbox="185 684 1484 743">Your calendar sharing permissions for "Default" should be set to either "None" or "Free/Busy". To grant additional access to your calendar for other people you can add them individually to your calendar permissions.</p> <p data-bbox="185 779 842 810">To start, open Outlook and navigate to your Calendar:</p>



Step	Procedure
2	Right-Click on your calendar and select Properties



Step	Procedure
3	<p>a. Once in Properties, click on the Permissions tab.</p> <p>b. Select the name “Default”</p> <p>c. Ensure that the Permission Level is set to: Free/Busy time</p> <p>If you want to give access to a specific user please see document “How do I Configure Permissions to Give Someone Access to my Calendar?”</p>



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

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