How to make your calendar open

- In Microsoft Outlook, click on "Calendar"
- In the "Home" tab of Calendar, click on "Calendar Permissions"

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• In the resulting "Calendar Properties" window, set the Default Permission Level to "Free/Busy time, subject, location" and click OK.

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- Others will be able to see the title and location of your appointments, but they will not be able to open the appointment or see any additional details.
- Some staff may require additional access levels to your calendar and these should be set up on a case-by-case basis.
- In **exceptional** circumstances (such as personal appointments), you may need to keep the title and location of your calendar entries private. In such cases, choose the padlock icon.

Private Others will see the time of your appointment and the text "Private Appointment".