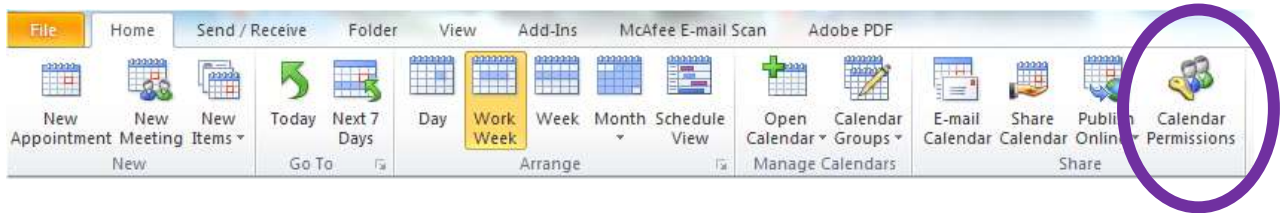
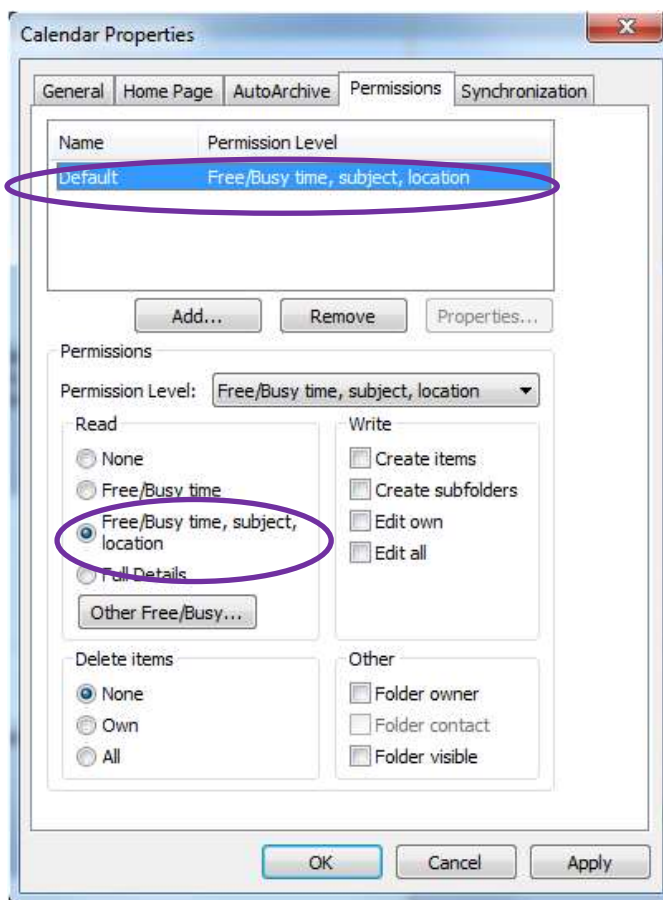


## How to make your calendar open


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



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



- 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".