Why is it important to check my calendar settings?

After 8th November 2019, all staff and students will be in the same email system which means calendars will be visible to everyone else in the University. This also includes other users with an IT account such as visitors, contractors and external employees.

What others will see in your calendar

You can choose from three settings for how others can see your calendar **by default**:

- **Free/busy** – others can see the times when you are free and busy
- **Time/subject/location** – others can see the title, location and time of your calendar appointments
- **Full details** – others can see the title, location and time and can also open an appointment up to see the attendees and body of the appointment invite

Regardless of the default setting you choose, you can:

- Make certain appointments private so nobody (even those with access to your calendar) can see any details apart from the time you are busy
- Give certain people a higher level of access over your calendar so they can view more information

What should my calendar settings be?

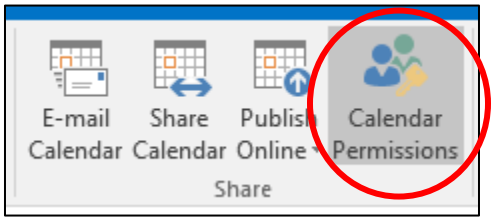
This is dependent on the nature of your role, the content of your calendar and how widely your calendar appointments need to be visible. Check with your department for any policy or advice.

How to check (and change) the default settings for your calendar

You will need to use Microsoft Outlook in order to do this. Outlook is included in Microsoft Office; if you do not have this on your PC, go to kent.ac.uk/itservices/software/

Once inside Outlook:

1. From within your calendar, click on **Calendar Permissions** in the ribbon menu at the top



2. A pop-up screen will display the permission settings for your calendar. Make sure **Default** is highlighted at the top

3. For **Read** permissions, choose whether others can read:

   Free/busy time
   Free/busy time, subject, location
   Full details

   Do not select **None** as this means users with older versions of Outlook will not be able to see your calendar, even if you have given them permission

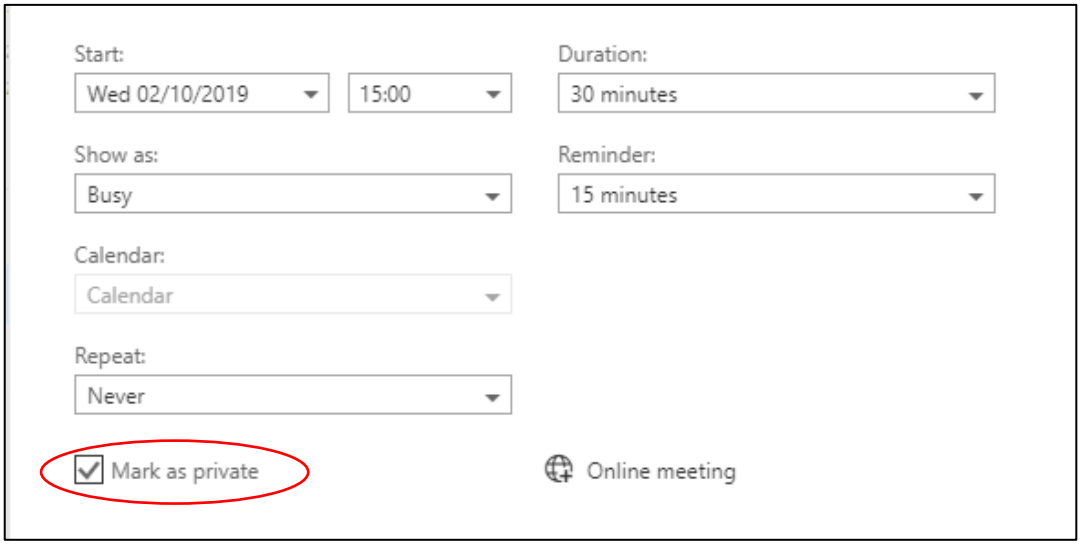
4. For **Delete** permissions, set to **None**

5. Leave all items in **Write** and **Other** un-checked

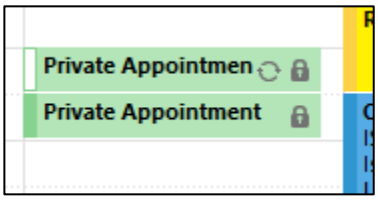
6. Click **OK** to save changes.

How to make appointments private

1. When creating a calendar appointment, check **Mark as private**



Private appointments appear to others like this:

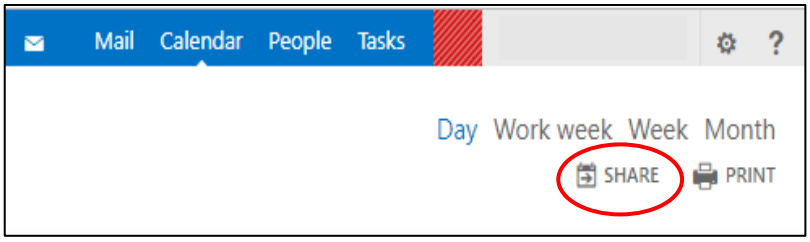


Note: If the appointment is a meeting, anyone invited to the meeting will still be able to see the details

How to give certain people access to your calendar

Note: OWA provides limited options for sharing your calendar compared to Outlook.

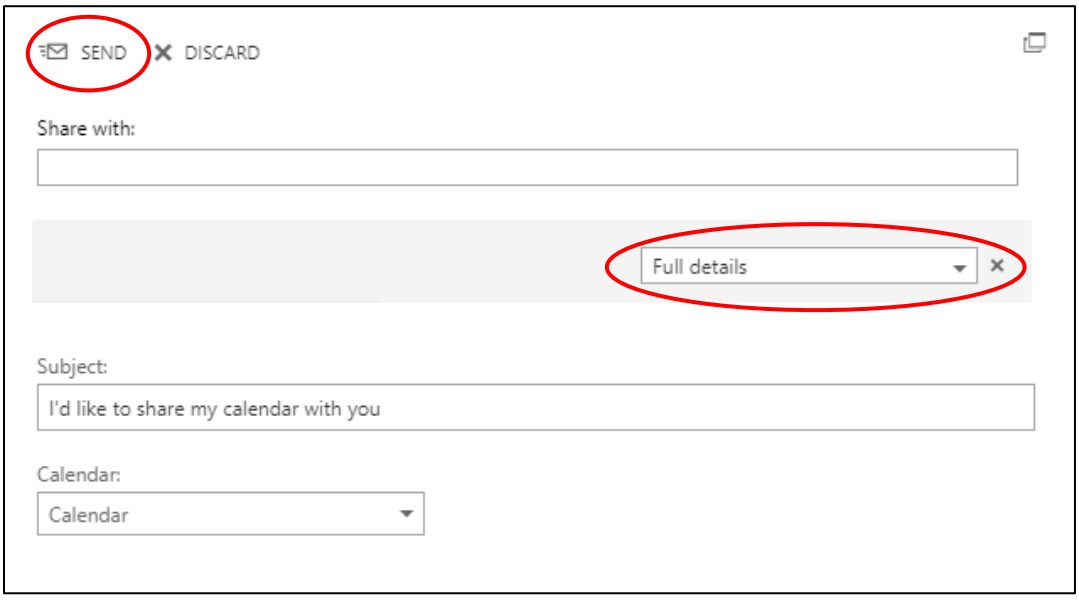
1. From within your calendar, click **Share** in the top right corner



2. Enter the name of the person(s) you wish to give access to

3. Next to each person's name, choose from the drop down menu:

   Full details – the person can view all details of your appointments including text inside the appointment details
   Limited details – the person can view the title and location of your appointments, but cannot open
   Editor – the person can create and delete appointments in your calendar
   Delegate – the person has full control over your calendar and receives copies of any meeting requests you get



4. Click **Send**