How To's

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WUMail Calendar- User Permissions

To setup **User Permission** to your Calendar, follow these steps:

1. Click on the Options link (located in the upper right) to display the General Preference, Mail, and Calendar options.
2. Making sure that the Calendar subcategories are expanded, Click on the Sharing Controls Link.
3. If you haven't already done so, search for the desired users by using the **User** link at the top of the page. Once you have the desired users added, click **OK**. . To search the directory click on **User**: Type the users name (first or last) and Click **Find**. To add user click on **>>** to the right of the name and click **OK**.
4. Once the user is added, you can select or deselect the option fields for the four options associated with Calendar: Read Events, Modify Events, Free/Busy Lookup, and Request Meetings.

- **Read Events**: Determines who can read your event data; deselected by default. If you select this option, other users can view your calendar using the Shared Calendars page.
- **Modify Events**: Determines who can modify or delete your event data; deselected by default. If you select this option, other users can view and modify your calendar using the Shared Calendars page.
- **Free/Busy Lookup**: Determines who can access your schedule data; selected by default. This allows the system to use your data when the Check Conflicts option on the Add/Edit Event page is clicked, or you are selected on the Schedules page.
- **Request Meetings**: Determines who can add you to their meetings; selected by default. This allows others on your system to add you to meetings on the New Event page.

5) Once you have established the permissions for each user, click **Apply** in the upper left, to save all these settings. ***Note:*** *Remember, that a user will have to add your calendar in their webmail client to be able to view it.*