



WUMail Calendar Access Controls

Access control permissions allow you to limit, or allow, users on WUMail to act on your calendar. In the **Options > Calendar > Sharing Controls** page **Control Access to Your Calendar** area, you can do the following:

1. Modify your **access** permissions for **Anyone**; that is, any calendar user on WUMail.
2. You can also modify your **access** permissions for any individual: enter a name in the **User** text box and click **Add**. The user name displays in a list below. Use the **Delete** icon to remove them from the list.
3. To search the directory click on the word **User**: Type the user's name (first or last) and Click **Find**. To add user click on **>>** to the right of the name and click **OK**.

To **Setup Calendar Permissions**, follow these steps:

1. Click the Options link, and then click Sharing Controls. The Calendar Sharing Controls page displays.
2. Select a checkbox to add that permission; deselect a checkbox to remove it:
 - **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 WUMail to add you to meetings on the **New Event** page.
3. Once you've set the permissions, click **Apply**. *Access permissions* are set as specified; if you keep the defaults, other users on WUMail are able to view your schedule and event data, and include you in meetings.
4. To remove a user from your *access control* list, simply click the **Delete** icon for that user. Click **Close** to dismiss the **Options** window.