Outlook 2007 - Calendar

Outlook Client, Outlook Web Access and Calendar Sharing

IT Training & Development

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INTRODUCTION

Outlook provides a sophisticated calendar to help manage your time. It provides a graphic display of appointments and meetings, audible reminders, a scheduling assistant to assist in scheduling meetings and the ability to share your calendar with other Exchange users.

GETTING STARTED

Launching the Outlook 2007 Application:

1. Click the Start button on the Taskbar at the bottom left corner of your Windows screen.
2. Click the Microsoft Office Outlook 2007 icon.
3. In the Outlook 2007 Navigation Pane, click on the Calendar Folder to display the Calendar window. (See Figure 1 below).

Figure 1 – Calendar Window
OUTLOOK 2007 CALENDAR FOLDER

Outlook 2007 Calendar Window

The Outlook 2007 Calendar Folder provides easy viewing of appointments, meetings and shared calendars. In addition, it provides easy access to the Date Navigator, the Share My Calendars link, the Open a Shared Calendar link and to the Day, Week, Month viewing selections. (See Figure 1, below)

Figure 1 - Outlook 2007 Calendar Window
CALENDAR FEATURES

Choosing a Calendar View

There are three different ways to view the calendar, making it easy view your appointments and meetings and to determine your availability. The options are:

- **Day** - Shows the events for the selected day
- **Week** – Shows the full week or a five day work week.
- **Month** – Shows the entire month

To return to the current day, click on **Today**. (See Figure 1, below)

Figure 1 - Choosing a Calendar View

Viewing a Specific Date

1. To view a specific date, **Click** on the date in the **Date Navigator**. (See Figure 2, below)
2. To move forward or back from the current month **Click** on the **Left** or **Right** arrow located on either side of the **Date Navigator** month.
   - Current date is outlined in **red**
   - Days with scheduled appointments/meeting are in **bold**.
   - **Click** any day number to change the view accordingly.

Figure 2 - Date Navigator
Changing the Calendar Work Week

1. From the **Tools** menu, click **Options**. (See Figure 3, below)

   ![Figure 3 - Tools Menu](image)

   **Figure 3 - Tools Menu**

2. In the **Options** display window, click **Calendar Options**. (See Figure 4, below)

3. In the Calendar Options display window, under **Calendar work week**, in the **First day of week** section, select the desired day.

4. Click **OK**

   ![Figure 4 - Calendar Work Week Options](image)
Changing the Time Bar

When Day or Week is selected the Time Bar is visible displaying the default 30 minute increments.

To change the Time Bar display increments:

1. Right click the Time Bar to display a shortcut menu.

2. Select the desired time increment. (See Figure 5, below)

Figure 5 - Time Bar Options
Sizing the Calendar

1. Point the mouse to the right or left border of the calendar. (See Figure 6, below)
2. Click and hold the mouse button.
3. Move the border as desired.

Figure 6 - Sizing Calendar

Displaying and Using the To-Do Bar

The To-Do Bar offers an easy way of working with elements from the calendar folder. The To-Do Bar displays the calendar Date Navigator, current appointments and meetings, and Tasks by due date.

To Display the To-Do Bar:

1. Click View pull down menu, highlight To-Do Bar
2. Select either Normal or Minimized. (See Figure 7, below)

Figure 7 – To Do Bar View
3. The **To-Do Bar** pane appears with the **Date Navigator**, current week **appointments and meetings**, and **Tasks**. (See Figure 8, below)

**Figure 8 – Calendar displays Normal To-Do Bar**

---

**Appointment & Meeting Request Ribbon**

The ribbon in the untitled appointment and meeting request display windows provide the necessary tools for creating and formatting new items on the calendar. The ribbon **Groups** change depending on the **Tab** selected. Below, the **Appointment** and **Meeting** tabs are selected. (See Figure 9, below)

**Figure 9 – Untitled Appointment and Meeting Windows**
APPOINTMENT AND MEETING REQUEST OPTIONS

The Options group for appointments and meeting requests are identical and provide tools to further enhance a calendar item. The Show As, Reminder, Recurrence, Categorize, Private, icons are the more frequently used options. (See Figure 1, below)

Figure 1 – Appointment/Meeting Request Options

**Show As Option**

The Show As option works in conjunction with the meeting request Scheduling Assistant. The four options are Free, Tentative, Busy, and Out of Office. When used properly, the Show As option provides other Exchange users your availability when attempting to schedule meetings with you. (See Figure 2, below)

Figure 2 – Show As Option

**Reminder Option**

The Reminder Option provides a visual and audible reminder. Sound icon is currently set to use the default sound. (See Figure 3. below)

Figure 3 - Reminder Option
Recurrence Option

The **Recurrence** option allows users to easily create appointments and meeting requests that are ongoing. The Appointment Recurrence display window provides for **Appointment time**, **Recurrence pattern**, and **Range of recurrence**. (See Figure 4, below)

![Appointment Recurrence Window](image)

Categorize Option

The **Categorize** option allows users to color code items making them more visible. Users can rename or delete default categories provided with Outlook 2007 as well as create new ones. Category assignments in Outlook 2003 remain in tack when converting to Outlook 2007. **2003 Labels** are replaced by 2007 Categories. (See Figure 5, below)

![Categorize Drop-Down List](image)
Private Option

Although the Private option does prevent users without permissions to view the details of Outlook items, it is NOT a full proof method. Granting Read permissions to another user could allow them to view the details using other mail applications or programming techniques. The recommendation is, when sharing folders, which provides Read permissions as a default, owners should do so with trusted users only. (See Figure 6, below)

Figure 6 – Private Option on Appointment

Time Zone Option

The Time Zone Option allows users to select the time zone to match their geographic location. Users are able to change, add, swap, and delete Time Zones. Time Zone changes made in Outlook are reflected in ALL Microsoft based products. (See Figure 7, below)

Figure 7 – Time Zone Option
Changing Published Free/Busy Information

1. Click **Tools – Options**
2. The **Options** display window appears. (See Figure 8, below)
3. Click **Calendar Options**

Figure 8 – Options Display Window

4. The **Calendar Options** display window appears. (See Figure 9, below)
5. Click **Free/Busy Options**

Figure 9 – Calendar Options
6. The **Calendar Properties** display window appears.
7. Click **Other Free/busy**... (See Figure 10, below)

Figure 10 – Calendar Properties

8. The **Free/Busy Options** display window appears.
9. Under **Options**, modify the number of months in the "**Publish month(s) of Calendar free/busy information on server**" box. (See Figure 11, below)
10. Click **OK**

Figure 11 – Free/Busy Options
APPOINTMENTS AND MEETING REQUESTS

The Outlook Calendar stores and displays scheduled appointments and meeting requests. An appointment is a scheduled event with a specified title, time and date. Outlook distinguishes between two types of appointments.

- A regular appointment has a specific start time and stop time and are usually on the same day.
- An All day event does not have specific start and stop times but rather takes up all of one or more days and appears as a banner for each day.

Meeting Requests include all the attributes of an appointment. However, the major differences are:

- Must be coordinated with one or more people’s schedules
- It allows you to invite other exchange users listed in the Global Address List.
- Utilizes the Show As option using the Scheduling Assistant.

Creating New Appointments

1. In the Calendar Folder, click the New icon.
2. The Untitled - Appointment display window appears (See Figure 1, below)

Figure 1 - Create New Appointment
3. Populate the **Subject** and **Location** fields.
4. Choose to enter **Start/End Time** or checking the **All day event** box to determine how the appointment displays on the calendar. An **All day event** displays as banner at the top of the selected date. (See Figure 2, below)

Figure 2 – Appointment Data Fields

5. Under the **Appointment** tab, **Options** group, select the desired options; **Show As**, **Reminder**, **Recurrence**, **Categorize** and **Private**.
6. In the **Text** box type any pertinent information for the appointment.
7. Click **Save & Close** to record the appointment on the calendar.

**Creating a New Meeting Request**

1. In the **Calendar Folder**, click the **down arrow** on the **New** icon and select **Meeting Request** (See Figure 3, below)
2. The **Untitled—Meeting** display window appears. (See Figure 4, below)

Figure 4 - Untitled - Meeting Request Display Window

3. To invite attendees and resources to the meeting, click the **To...** button to display the *Select Attendees and Resources: Global Address List* display window. (See Figure 5, below)

Figure 5 – Global Address List (GAL)

4. The **Address Book**, defaults to the **Global Address List**, GAL, of Exchange users.
5. Type the first name of the person you want to add in the **Search** field.
6. The **Name** section will display a list of like names, select the correct name.
7. Click the **Required** or **Optional** button to include the name to appropriate field
8. To add a room or equipment, in the **Name** search field, type **room** or **equipment**.
9. The **Name** field will display a list of rooms or equipment.
10. Select the correct room or equipment.
11. Click the **Resources** button to add the room or equipment.
12. Click **OK**.
13. The **Untitled – Meeting** display window appears with the **To:** field populate.
14. Enter the **Subject**, **Location**, and **Start and End Time**, and **Note** fields as desired.
15. Select any **Options** for the meeting request.
16. To verify attendee availability, click the **Scheduling Assistant** icon. (See Figure 6, below)

Figure 6 - Scheduling Assistant Window

17. The **Scheduling Assistant** window displays, showing the availability of people, room and equipment based on the **Show As** option obtained from the respective calendars.
18. Select a time when all invitees are available, or scroll the **Suggested Times**: section to view attendee availability.
19. Click the **Appointment** icon to return to the **Meeting Request** display window.
20. Click the **Send** button.
21. Attendees will receive an email inviting them to the meeting; they can accept or decline the request.
Recurring Appointments/Meetings

1. Under the Meeting tab, Options group, click the Recurrence icon. (See Figure 7, below)

Figure 7 - Recurrence Button

2. The Appointment Recurrence display window appears, verify the Appointment time. (See Figure 8, below)
3. Select the desired Recurrence pattern and Range of recurrence.
4. Click OK

Figure 8 - Appointment Recurrence Window
Assigning Categories

1. Create a new appointment, under the **Appointment** tab, **Options** group, click the **Categorize** icon. (See Figure 9, below)

Figure 9 - Categorize icon

2. From the **Categorize** drop down menu, **double-click** categories to assign one or more of them to an item. (See Figure 10, below)

Figure 10 – Categorize Menu

3. The item will reflect the number of categories selected. (See Figure 11, below)

Figure 11 – Item with Two Categories Selected
4. To **Categorize existing items**, **right click** the item, click the **Categorize** icon and highlight the desired category from the context menu. (See Figure 12, below)

Figure 12 - Change Existing Appointment Category

[Image of Calendar interface showing Categorize icon and categories]

**Renaming Predefined Categories**

1. In **Calendar**, select an item to activate the **Categorize** icon.
2. Click the **Categorize** icon.
3. Click **All Categories…**
4. In the **Color Categories** display window, select the **Category** to rename, click **Rename**.
5. **Type** the new name
6. Click **OK**. (See Figure 13, below)

Figure 13 - Color Categories Window
**Adding a New Category:**

1. From the **Color Categories** display window, select the **Category** to rename, click **New**.
2. Type the **Name** field, type the name,
3. Select a **Color/Shortcut** key.
4. Click **OK**. (See Figure 14, below)

![Add New Category](image)

**Deleting a Category**

1. From the **Color Categories** display window, highlight the **Category** to delete.
2. Click **Delete**.

**Note:** Deleting a category deletes it only from the Master Category List. Any existing items with an assigned category will maintain that category assignment.

**Deleting a Calendar Item**

Deleting a calendar item is as simple as selecting the item and clicking the **Delete** icon on the Calendar toolbar. However, exercise caution when deleting those items that utilize the **Recurrence** option, as you will have the choice of deleting not just the current item but the entire series as well.

**Searching the Calendar**

As your calendar becomes filled with appointments, it becomes more difficult to find information by scrolling through the calendar. Use the **View** feature to filter the calendar to show just the information you want. For example, you can filter to show only appointments within a specified category or appointment type.

1. From the **View** pull down menu, select **Current View**.
2. From the **Current View** sub menu select the desired filter; i.e. **By Category** (See Figure 15, below)

Figure 15 – Calendar Search By Category

3. The search **By Category** view appears. From this view, you can now perform additional filtering. (See Figure 16, below)

Figure 16 – Calendar Search By Category Results
### Outlook Calendar Symbols

In the Outlook calendar, symbols represent some of the features associated with meetings or appointments. The following table describes the symbols.

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Recurring item]</td>
<td>Recurring item</td>
<td>Represents an appointment or meeting that recurs on a specified schedule.</td>
</tr>
<tr>
<td>![Exception to recurring item]</td>
<td>Exception to recurring item</td>
<td>Represents an item, such as an appointment or meeting, that recurs on a specified schedule; however, this one instance is different — or an exception — from the usual pattern of the recurrence.</td>
</tr>
<tr>
<td>![Data conflict]</td>
<td>Data conflict</td>
<td>A conflict exists between the data on your local computer and the Microsoft Exchange Server. To resolve the conflict, open the item and follow the instructions shown on your screen.</td>
</tr>
<tr>
<td>![Start time of an appointment or meeting]</td>
<td>Start time of an appointment or meeting</td>
<td>Most commonly seen with multi-day items in the Week or Month views where a specific start and end time have been set. The time shown in the symbol matches the start time of the item.</td>
</tr>
<tr>
<td>![End time of an appointment or meeting]</td>
<td>End time of an appointment or meeting</td>
<td>Most commonly seen with multi-day items in the Week or Month views where a specific start and end time have been set. The time shown in the symbol matches the end time of the item.</td>
</tr>
<tr>
<td>![Scheduled meeting]</td>
<td>Scheduled meeting</td>
<td>A meeting with one or more people is scheduled.</td>
</tr>
<tr>
<td>![Private item]</td>
<td>Private item</td>
<td>If you share your calendar information with other people using Microsoft Exchange or are publishing calendar items to a Web site, marking items private prevents details such as subjects, notes, or location from appearing.</td>
</tr>
<tr>
<td>![Reminder]</td>
<td>Reminder</td>
<td>A reminder is associated with Appointment or meeting to give advance notice of a pending event.</td>
</tr>
<tr>
<td>![Meeting Workplace]</td>
<td>Meeting Workplace</td>
<td>A workplace is associated with appointment or meeting</td>
</tr>
<tr>
<td>![File Attachment]</td>
<td>File Attachment</td>
<td>A file attachment is associated with this item</td>
</tr>
<tr>
<td>![More Items]</td>
<td>More Items</td>
<td>There are more items than can be shown in the current view.</td>
</tr>
</tbody>
</table>
SHARING A CALENDAR FOLDER

Outlook Exchange users can share their Calendar Folders with other Exchange users. Calendar owners have various permission level options available to assign to the individuals they have shared their calendars with.

Sharing your Primary Calendar

1. In the Calendar Folder- Navigation Pane of the Calendar Folder, click the Share My Calendar…Link (See Figure 1, below)

Figure 1 - Share My Calendar Link

![Share My Calendar Link](image)

2. The Sharing Invitation: …Calendar – Share display window opens.
3. Click the To…, button, to select the name of the person you want to share your calendar with. (See Figure 2, below)

Figure 2 - Share Calendar Email Window

![Share Calendar Email Window](image)
4. Check **Allow recipient to view your Calendar**
5. Add appropriate information in the message body.
6. Click **Send**.
7. Review the confirmation and click **OK**.

**Opening a Shared Calendar Folder**

Up to 30 calendars can be viewed side-by-side in the **Calendar** viewing pane. Shared calendars must be **opened** before they can be viewed.

1. In the **Navigation Pane** of the **Calendar Folder**, click **Open a Shared Calendar**.
   (See Figure 3, below)

Figure 3 – Open a Shared Calendar

2. The **Open a Shared Calendar** window appears; click the **Name...** button to select a name from the **GAL** address book or type the name as it is listed in the **GAL**. (See Figure 4, below)

Figure 4 - Open a Shared Calendar Window

Name... Tina L. Actis-Purtee

OK Cancel
3. The shared calendar name will appear under in the Navigation Pane, under People’s Calendar. (See Figure 5, below)

**Figure 5 - People’s Calendars Display**

![People's Calendars Display](image)

**Viewing Shared Calendar Folders**

Shared calendars are assigned Read Only permissions when initially shared and can be easily viewed.

1. In the Navigation Pane, check the box next to calendar you wish to view.
2. The Shared Calendar selected will display to the right of the calendar currently being viewed. (See Figure 6, below)
3. In the Navigation Pane, check only the boxes of those calendars you wish to view. Deselect those you do not wish to view.

**Figure 6 - Viewing a Shared Calendar**

![Viewing a Shared Calendar](image)
Modifying a Shared Calendar Folder Permissions - Owners

1. To access Calendar Folder permissions, right click the Calendar Folder.
2. Click Properties. (See Figure 7, below)

Figure 7 – Calendar Properties

3. The Calendar Properties window displays
4. Click the Permissions tab. (See Figure 8, below)

Figure 8 - Calendar Properties – Permissions
5. Select the **Name** of the individual whose permissions you want to modify.
6. Select the **Permission Level** to be assigned to the individual. Refer to Outlook 2007 Folder Permission Levels, page 31, for permission level descriptions.
7. Click **OK**.

**Creating an Appointment in a Shared Calendar**

**Author** or **Editor Permissions** are necessary to create appointments/meetings in a shared calendar. If you are unable to add items to a shared calendar, request the owner of the calendar to review your permissions.

1. **Right-click** the **day** in the shared calendar
2. Click **New Appointment**.
3. Input appointment details.
4. Click **Save and Close**.

**Schedule a Meeting with Others Who are Sharing Calendars with You**

1. In the **Navigation** pane, select the shared calendars you would like to invite to a meeting. (See Figure 9, below)

Figure 9 – Shared Calendar Selections
2. From the Actions menu, point to “New Meeting Request With”, and click All. (See Figure 10, below)

Figure 10 – New Meeting Request With Window

3. The Untitled - Meeting display window appears with the names of the individuals and resources selected. (See Figure 11, below)

Figure 11 – Meeting with Selected Shared Calendar
DELEGATE ACCESS

Granting Delegate Access to an individual allows that individual access to all the Outlook Folders in the Exchange Mailbox. With the necessary permissions the individual will be able to create items and respond to requests on behalf of another person. The Delegate Access feature is more advanced than granting shared permissions as it extends over the entire Mailbox, rather than just the Calendar.

- With Delegate Access, individuals can schedule meetings, process incoming meeting requests, and handle other important tasks on a manager’s behalf.

- Emails generated from meeting requests created by a Delegate are sent “on behalf of” the manager’s name.

Granting Delegate Access (Mailbox Owner)

1. Click Tools – Options
2. The Options display window appears. (Figure 1, below)

Figure 1 – Options - Delegates
3. Click the **Delegates** tab.
4. The **Options** display window appears. (See figure 2, below)

![Options Display Window](image)

Figure 2 – Options Display Window

5. Click the **Add** button; the **Add Users** window displays (See Figure 3, below)

![Add Delegate Display Window](image)

Figure 3 – Add Delegate Display Window

6. In the **Search:** field, type the first name of the person you want to have access to your calendar.
7. Select the person’s name from the display list.
8. Click the **Add->** button to select the delegate. Multiply names can be added in this field.
9. Click **OK** button. (See Figure 2, above)
10. The Delegate Permissions window appears. (See Figure 4, below)

Figure 4 – Delegate Permissions Window

![Delegate Permissions Window](image)

11. Specify the permissions you want to grant to your delegate for each Outlook Folder. (Table 1)

12. Select the check box for "Delegates receives copies of meeting related messages sent to me" to enable the delegate to receive all pertinent information regarding meetings that are set. Remove the check if you do not want your delegate to receive emails regarding meetings. (See Figure 5, below)

Figure 5 – Delegate Message Options

![Delegate Message Options](image)

13. Select the check box for "Automatically send a message to delegate summarizing these permissions" to notify your delegate of their permission level. (See Figure 6, below)

Figure 6 – Delegate Message Options

![Delegate Message Options](image)

14. Select the check box for "Delegate can see my private items" to allow the delegate to view items on your calendar marked private. (See Figure 7, below)

Figure 7 – Delegate can see my private items selection

![Delegate can see my private items](image)
16. Click OK.
17. The **Options - Delegates** tab window displays.
18. Select the appropriate check box for “Deliver meeting requests addressed to me and responses to meeting requests where I am the organizer to:” (See figure 8, below)

**Figure 8 – Mail Delivery options**

Deliver meeting requests addressed to me and responses to meeting requests where I am the organizer to:
- My delegates only, but send a copy of meeting requests and responses to me (recommended)
- My delegates only
- My delegates and me

19. Click **Apply** to complete the Delegate Access for the items selected.

**Modifying Delegate’s Permissions**

1. From the Outlook menu bar select **Tools**
2. From the sub menu select **Options**. The Options Dialog window displays. (See Figure 9, below)
3. Select the **Delegates** tab, click the **Permissions** button; the Delegate Permissions display window appears. (See Figure 9, below)

**Figure 9 – Delegate Permissions**

4. Modify the permission levels.
Removing a Delegate

1. From the Outlook menu bar select **Tools**.
2. From the sub menu select **Options**.
3. Select the **Delegates** tab.
4. Select the delegate’s name from the list.
5. Click **Remove** button to delete the delegate from the list.
6. Click **Apply**.
OFFICE OUTLOOK WEB ACCESS (OWA)

Office Outlook Web Access, OWA, is used to access the Outlook Exchange mailbox from any computer using a web browser. Not all Outlook functionality is available using OWA; however, the majority of functions are available when using Internet Explorer, the recommended browser. In addition to providing access to the Mailbox, OWA is used to access the Resource Settings for resources.

Internet Explorer Security

When using Internet Explorer as your browser you will need to add the CSUN website to the Trusted sites list in Internet Explorer and install an Active-X prompt as pop-ups are used by OWA.

1. On Internet Explorer toolbar, click Tools - Internet Options.
2. The Internet Options display window appears, select the 'Security' tab
3. Click on Trusted sites.
4. Click the Sites button.
5. The Trusted sites display window opens. (See Figure 1, below)

Figure 1 – Internet Options- Trusted Sites

6. Enter the CSUN URL, https://www.csun.edu in the Add this website to the zone field.
7. Click the Add button.
8. Click Close.
Logging in to Outlook Web Access (OWA)

1. From your web browser, type the following URL, www.csun.edu/webmail
2. The CSUN Webmail Direct page will appear. (See Figure 2 below)
3. Outlook Exchange users click the here link.
4. The Office Outlook Web Access window appears.
5. Login using your CSUN User ID and Password.

Figure 2 – OWA Login Screen

6. Click the Log On button
7. The Office Outlook Web Access display window appears.
8. Click the Calendar Folder (See Figure 3, below)

Figure 3 – OWA Mail Window
Using OWA Calendar Folder

The OWA Calendar Folder has many of the same options as the Outlook 2007 client calendar. You can view and create appointments and meetings as well as utilize the scheduling assistant options, the same way when using the client.

1. Click the Calendar link to display the OWA Calendar window (Figure 4, below)

Figure 4 - OWA Calendar Window

2. The Calendar Toolbar provides the same options available on the client. (See Figure 5, below)

Figure 5 - OWA Calendar Toolbar
Using OWA to View a Shared Calendar

1. Click the drop down arrow next to your Mailbox Name.
2. The Open Other Mailbox display window appears. (See Figure 6, below)

![Figure 6 – Opening Shared Calendar in OWA](image)

3. In the Select mailbox field, type the name of shared calendar you wish to open as it appears in the GAL. (See Figure 7, below)
4. A selection list will appear with the correct name;

![Figure 7 – Entering a Shared Calendar Name](image)

5. Click the name to populate the Select mailbox field. (See Figure 8 below)

![Figure 8: Shared Calendar Name](image)

6. Click Open
7. The Shared Calendar opens in a separate window. (See Figure 9, Below)

![Figure 9– OWA Shared Calendar Window](image)
# OUTLOOK 2007 FOLDER PERMISSION LEVELS

<table>
<thead>
<tr>
<th>Permission Level / Role</th>
<th>Permissions Available for Shared Calendars</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner **</td>
<td>Create, read, modify, and delete items (An item is the basic element that holds information in Outlook (similar to a file in other programs). Items include messages, appointments, contacts, tasks, journal entries, notes, etc.) and files/subfolders. An owner can give/modify the permission levels for a folder.</td>
</tr>
<tr>
<td>Publishing Editor**</td>
<td>Create, read, modify, and delete all items, files, and subfolders</td>
</tr>
<tr>
<td>Editor</td>
<td>Create, read, modify, and delete all items and files.</td>
</tr>
<tr>
<td>Publishing Author</td>
<td>Create and read items and files, create subfolders, and modify and delete items and files they create.</td>
</tr>
<tr>
<td>Author</td>
<td>Create and read items and files, and modify and delete items and files they create.</td>
</tr>
<tr>
<td>Contributor **</td>
<td>Create items and files only. The contents of the folder do not appear.</td>
</tr>
<tr>
<td>Reviewer</td>
<td>Read items and files only.</td>
</tr>
<tr>
<td>Custom**</td>
<td>Perform activities defined by the folder owner.</td>
</tr>
<tr>
<td>None</td>
<td>No permissions to access Outlook items.</td>
</tr>
</tbody>
</table>

**Does not apply to delegates

**Note:** With **Author** or **Editor** Permissions, a delegate has send-on-behalf-of permission. Sent messages contain both the manager's and delegate's names. Message recipients see the manager's name in the **Sent On Behalf Of** box and the delegate's name in the **From** box.
NOTES