

Setting Calendar Permissions in Outlook Web Access



Please note that these instructions refer to using **OWA on Exchange server 2010**, not the more recent Exchange server 2013. For the latest OWA instructions, please see [Using Outlook Web App](#).

If you are not sure which version of OWA you are using, please refer to [this document](#).

Setting Calendar Permissions in Outlook Web Access

To set up shared calendar access

1. Log into Outlook Web Access (OWA) with email name (username NOT username@mit.edu) and password. This can be done using any web browser, via this web page: <http://owa.mit.edu>
2. Select the calendar icon from the lower left corner of the OWA window
3. Locate the Share menu near the top of the window (approximately above Tuesday in the monthly calendar view)
4. From the Share menu select Manage Delegates ...
5. Press the Add button and enter the username (eg: username NOT username@mit.edu), then press the Open... button. The name corresponding to the entered email address is now listed with Reviewer permission (read access) Change the permission setting as appropriate from the pull-down menu.
6. Press the OK button to confirm the choices.

Permissions established by Outlook Web Access should propagate to the delegate.

To verify settings from iCal

If the delegate is using an iCal client, verify permissions set in OWA. To verify settings from within iCal:

1. From the iCal menu select Preferences ... then select the Accounts icon. Highlight the Delegation pane.
2. Locate the name of the calendar owner under the listing "Accounts I can access". The Calendars column should show the permissions settings. To display the calendar, place a checkmark in front of the owner's name.

Permissions settings in OWA/Outlook and iCal

Outlook/OWA term	iCal term	
Reviewer	Read	
Author	Read and Create	Authors can add new entries. They cannot edit existing entries made by the owner
Editor	Read and Write	Editors can add new entries. They can also edit existing entries made by the owner