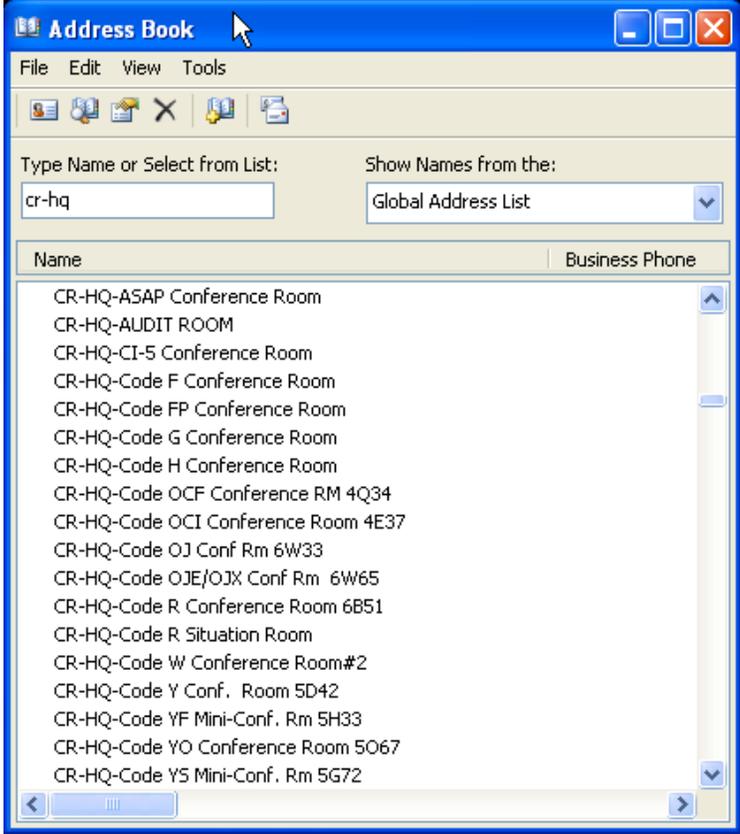# Group Calendar and Conference Room Calendar Delegation Process

Group Calendars and Conference Room Calendars are the same when it comes to how the user manages them in Exchange. We will be describing delegation of Group Calendars and Conference Room Calendars the same way in this document.

How to Find the Calendars

Group calendars were listed under "Resources" in Meeting Maker and now have the same name but with **HQ-** in front (e.g. *HQ-Code L Travel Schedule)*, while Conference rooms were listed under "Locations" in Meeting Maker and now have the same name with **CR-HQ-** added to the front. (e.g. *CR-HQ-Code R Situation Room).* All the conference rooms and group calendars can be found in the Global Address List or the Addressbook.

Conference Rooms in Meeting Maker	Conference Rooms in Exchange
ASAP Conference Room AUDIT ROOM CI-5 Conference Room Code F Conference Room Code FP Conference Room Code G Conference Room Code H Conference Room Code OCF Conference RM 4Q34 Code OCI Conference Room 4E37 Code OJ Conf Rm 6W33 Code OJE/OJX Conf Rm 6W65 Code R Conference Room 6B51 Code R Situation Room Code W Conference Room#2 Code Y Conf. Room 5D42 Code YF Mini-Conf. Rm 5H33 Code YO Conference Room 5O67 Code YS Mini-Conf. Rm 5G72	

Rights

There are four basic rights in Exchange. They are Owner, Editor, Author, and Reviewer.
The table below lists the differences between the rights.

Right	Description
Owner	Can delegate access, read, create and modify items
Editor	Can read, create and modify items
Author	Can read and create items
Reviewer	Can read items

Ownership

In order to be able to delegate any access to a calendar, you must be an owner of the
calendar. Owners are able to grant Editor, Author and Reviewer rights to anyone or any
group in the GAL.   An Owner of a calendar can also grant Owner rights to another
person as well.

Open a Shared Calendar

In order to grant rights for calendar access to other users, the owner first needs to have
opened the shared calendar. That can be done using the Open a Shared Calendar
selection on the Calendar view in Exchange. (see the red arrow below)
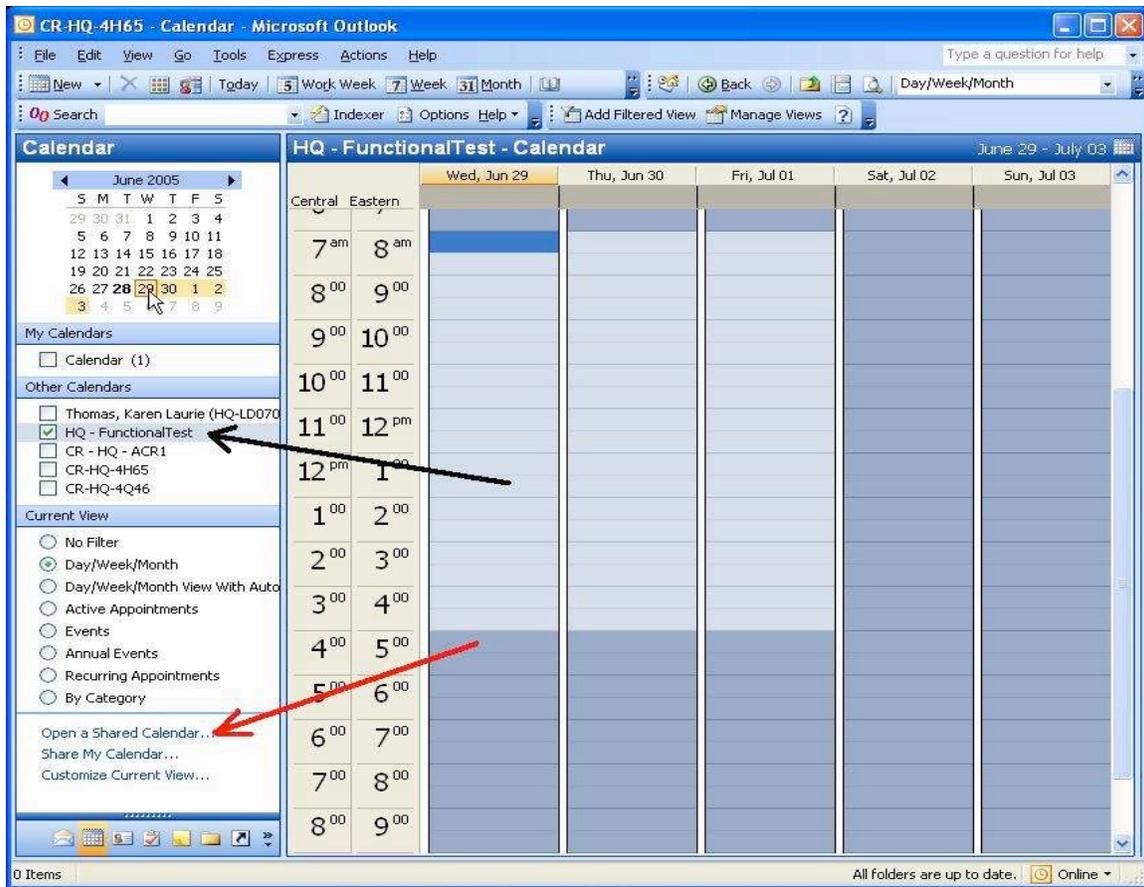
After selecting Open a Shared Calendar, a window will appear asking for a calendar name. Either type a name, or you can push the Name button in the window to bring up the GAL where you can select the calendar from a list.

As soon as you have successfully opened a shared calendar, you'll see it appear under the "Other Calendars" section of the Outlook Calendar View (see the black arrow above)

In order to continue with the rest of the instructions on calendar delegation, you must have ownership of the calendar. Now you are ready to delegate calendar access rights to other users.

Delegating Rights

To delegate rights to a calendar you have ownership of, first right-click on the name of the calendar under the Other Calendars section on the left side and select Properties. (see below)
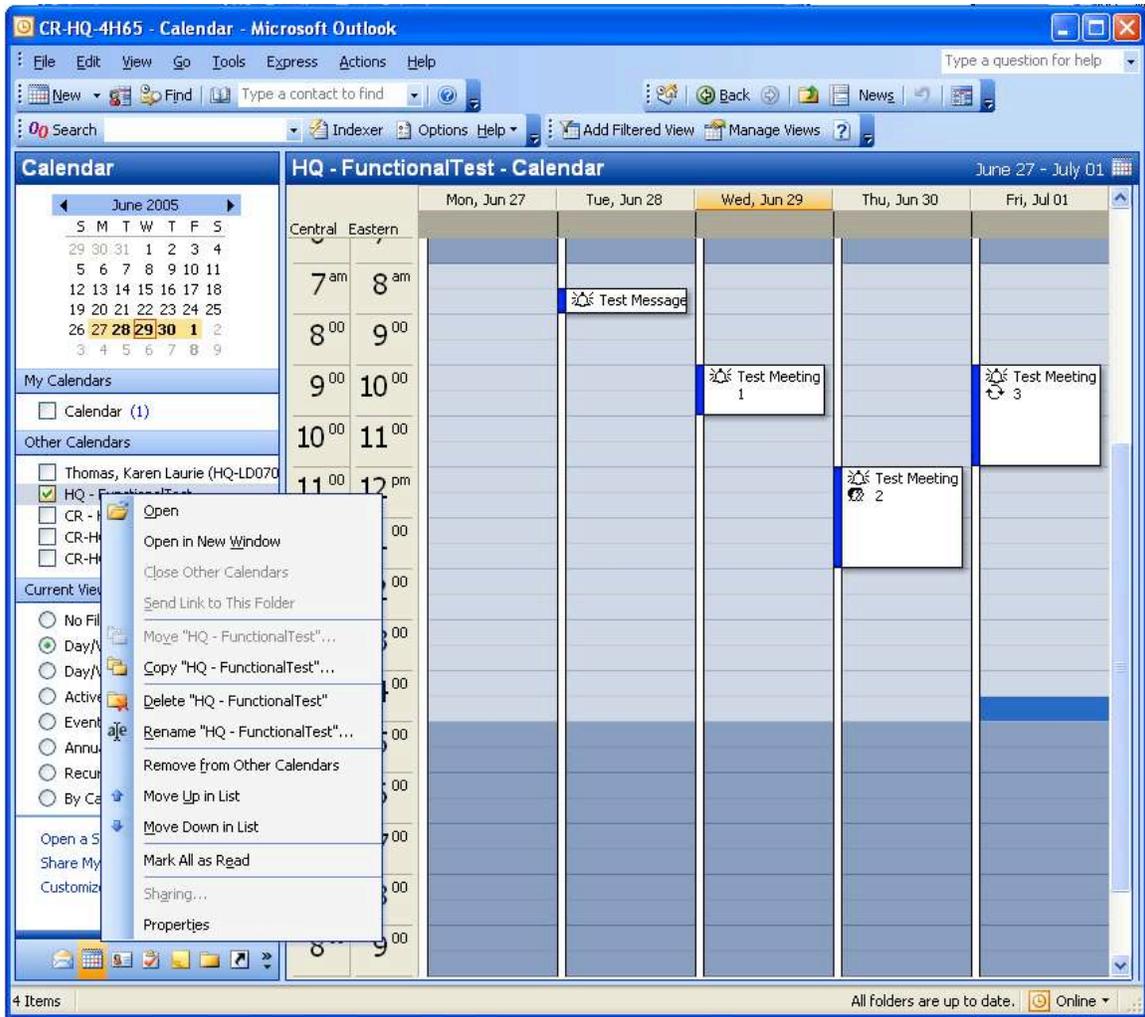
After selecting Properties, you should see the Calendar Properties window. Select the Permissions Tab. (You'll only see this tab if you have Owner rights to the calendar)
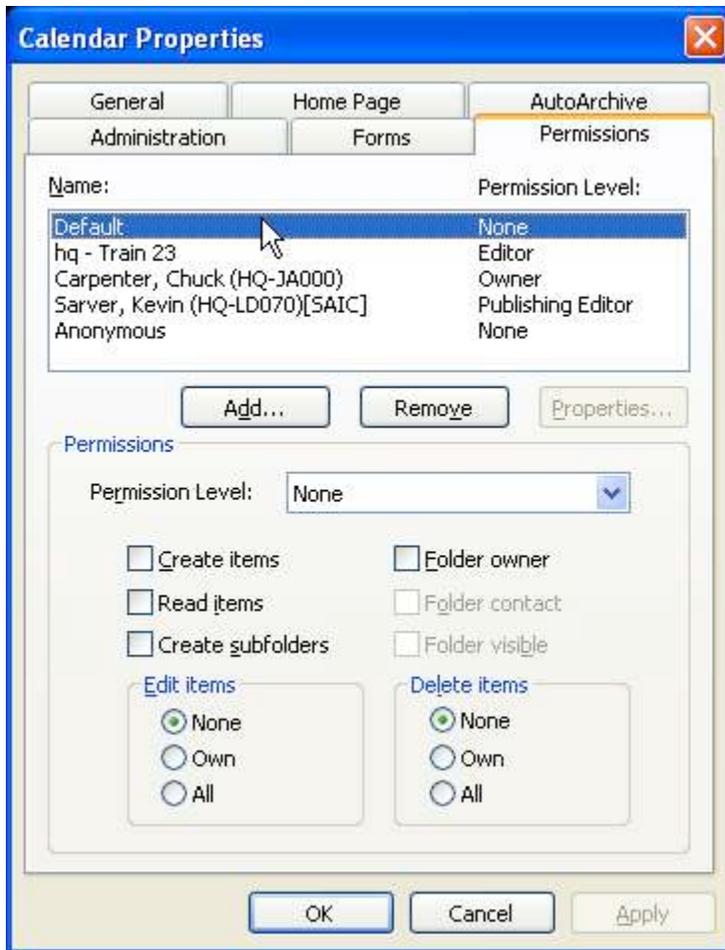
At this point, you can add any user to the access list by pressing the Add button, selecting the user from the GAL, and then assigning the appropriate permissions.

As soon as you are done assigning access rights to users, press OK.

Those users who have been assigned rights can now add the calendar to their view list by selecting Open a Shared Calendar… in their Outlook client.

That's it.