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	Conference	Rooms in Exch	ange
Maker			-
ASAP Conference Room	Maddress Book		
AUDIT ROOM	City Colle Usery Table		
CI-5 Conference Room	File Edic View Tools		
Code F Conference Room	🛯 🖉 🚰 🗙 🔑 🔁		
Code FP Conference Room			
Code G Conference Room	Type Name or Select from List:	Show Names from the	8:
Code H Conference Room	cr-hq	Global Address List	*
Code OCF Conference RM 4Q34			
Code OCI Conference Room 4E37	Name		Business Phone
Code OJ Conf Rm 6W33	CR-HQ-ASAP Conference Room		<u>~</u>
Code OJE/OJX Conf Rm 6W65	CR-HQ-AUDIT ROOM		
Code R Conference Room 6851	CR-HQ-CI-5 Conference Room		
Code B Situation Boom	CR-HQ-Code F Conference Room		_
Code W Conference Boom#2	CR-HQ-Code C Conference Room	1	
Code Y Conf Boom 5D42	CR-HQ-Code H Conference Room		
Code YE Mini-Conf. Bm 5H33	CR-HO-Code OCF Conference RM	4034	
Code YO Conference Boom 5067	CR-HQ-Code OCI Conference Roo	m 4E37	
Code YS Mini-Conf. Bm 5672	CR-HQ-Code OJ Conf Rm 6W33		
Code 15 Mini-Com. Thi 5072	CR-HQ-Code OJE/OJX Conf Rm 6	W65	
	CR-HQ-Code R Conference Room	6851	
	CR-HQ-Code R Situation Room		
	CR-HQ-Code W Conference Room	#2	
	CR-HQ-Code Y Cont. Room 5D42		
	CR-HQ-Code YF Mini-Conf. Rm 5H	33	
	CR-HQ-Code YO Conference Roor	n 5067 72	
	CK-HQ-Code F5 Milli-Collit, Rill 3G	12	

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)

🔯 CR-HQ-4H65 - Calendar - Mic	rosoft Oi	ıtlook						
: <u>File E</u> dit <u>V</u> iew <u>G</u> o <u>T</u> ools Ex	press <u>A</u>	ctions <u>H</u> e	elp			Тур	e a question for he	ilp 👻
🗄 🛄 New 🔸 🗙 🏢 🚰 Today 🚺	5 Work W	eek 7 🛛	eek 🛐 Month 🚺) 🕌 i 🧐 i	🚱 Back 🕑 🖄	📑 🛕 🛛 Day/Week/	Month	• ;
00 Search	🝷 🕗 Inc	dexer 🔝	Options Help 🛪 💂	Madd Filtered View	v 😤 Manage Views	2 =		
Calendar	HQ - F	unctio	nalTest - Cale	endar			June 29 - July (03 1111
4 June 2005 5 M T W T F S 29 30 31 1 2 3 4	Central	Eastern	Wed, Jun 29	Thu, Jun 30	Fri, Jul 01	Sat, Jul 02	Sun, Jul 03	^
5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25	7 ^{am}	8 ^{am}						
26 27 28 29 30 1 2 3 4 5 3 7 8 9	8 00	9 ⁰⁰						
My Calendars	9 00	10 ⁰⁰						
Other Calendars	10 00	11 ⁰⁰						
Thomas, Karen Laurie (HQ-LD070 HQ - FunctionalTest	11 ⁰⁰	12 pm						
CR-HQ-4H65	12 pm							
Current View	1 00	2 00						
No Filter Day/Week/Month	200	300						
Day/Week/Month View With Auto Active Appointments	3 00	4 ⁰⁰						
Events Annual Events	4 ⁰⁰	5 ⁰⁰	-					
Recurring Appointments By Category	5.00	600						
Open a Shared Calendar	6 00	7ºº						
Customize Current View	700	8 00						
S 2 2 2 2 2	800	9 ⁰⁰						~
0 Items						All folders are up to	o date. 🧿 Onlin	e •

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)

File Edit View Go Tools Express Actions Help Type a question for	
	nelp 👻
🗄 🔜 New 👻 🍘 Eind 🛄 Type a contact to find 💿 🕢 🚦	
🕴 🕖 Search 🔹 🖓 Indexer 👔 Options Help 👻 🚽 Yandd Filtered View 😁 Manage Views 🕐 💂	
Calendar HQ - FunctionalTest - Calendar June 27 - Jul	01 📖
✓ June 2005 ► Mon, Jun 27 Tue, Jun 28 Wed, Jun 29 Thu, Jun 30 Fri, Jul 01	<u>^</u>
S.M.T.W.T.F.S. Central Eastern	
5 6 7 8 9 10 11 7 am 0 am	-
12 13 14 15 16 17 18 7 O	
26 27 28 29 30 1 2 8 ⁰⁰ 9 ⁰⁰	
My Calendars 900 1000	ing
Calendar (1)	
Other Calendars 10 00 11 00	
Thomas, Karen Laurie (HQ-LD070 11 00 12 pm	
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CR-H Open in New Window	
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Day/ Move "HQ - FunctionalTest"	
O Day/N Copy "HQ - FunctionalTest"	
C Active Q Delete "HQ - FunctionalTest"	
Annu Are Rename "HQ - FunctionalTest"	
Recur Remove from Other Calendars 00	
By Car III move up in List	
Open a S Mark All as Dead	
Properties	
d Demo	

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)

541 (224 (402 A A C A	Home Page	AutoArchive
Administration	Forms	Permissions
me:		Permission Level:
efault q - Train 23 arpenter, Chuck (HQ arver, Kevin (HQ-LDC nonymous	√ -JA000) 70)[SAIC]	None Editor Owner Publishing Editor None
ermissions Permission Level:	None	
Create item	ns []	Eolder owner
Create item	folders	Eolder owner Folder contact

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.