

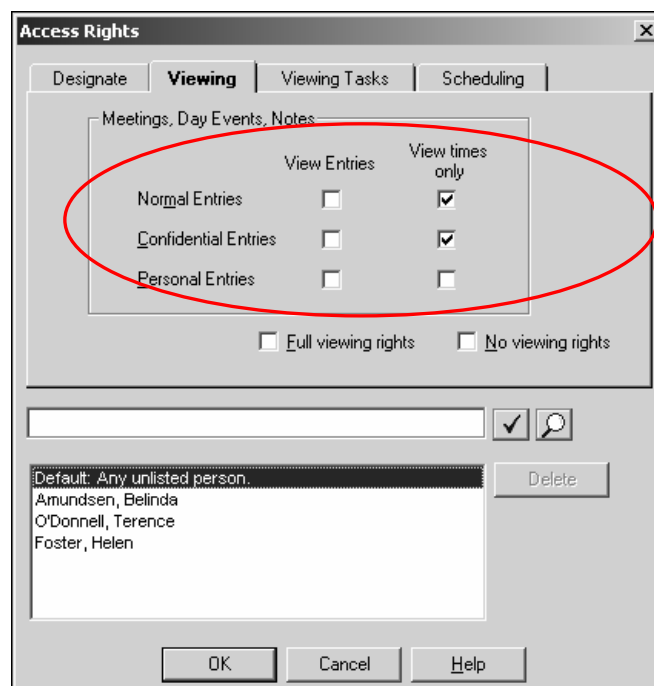
Why can't I see the details of a meeting when I open someone else's Agenda?

Most people will choose not to display the details of their meetings with unspecified users.

The **Viewing** tab of the **Access Rights** dialog box lets a Calendar user decide which Calendar entries other users can view in his/her Agenda and what information they will see.

To determine what other users will see when they view your Agenda:

1. From the **Tools** menu choose **Access Rights ...** to display the Access Rights dialog box.
2. Click on the **Viewing** tab.
3. Select **Default: Any unlisted person** and click in the check boxes for Normal, Confidential and Personal Entries to determine whether other users will view your entries and what information they will see.



- 4. People you work closely with should be able to View Entries for normal entries and View Times Only for confidential entries.

Add them to the list and set the access rights as shown below.

