

Oracle Calendar - Access Rights

You need to provide access so that the people you work closely with can see the details for certain meetings and appointments - not just the times you are busy. You may also choose to provide some people with access to amend or add invitations on your behalf. This can be important if you are sick or on holidays, for example.

Select: **Tools, Access Rights ...**, (Viewing tab)

Anyone not specifically named should be able to View Times Only for normal and confidential entries.

	View Entries	View times only
Normal Entries	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Confidential Entries	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Personal Entries	<input type="checkbox"/>	<input type="checkbox"/>

Full viewing rights No viewing rights

Default: Any unlisted person.
Amundsen, Belinda
O'Donnell, Terence
Russo, Lina
Snyder, Scott
Malone, Robert

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

	View Entries	View times only
Normal Entries	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Confidential Entries	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Personal Entries	<input type="checkbox"/>	<input type="checkbox"/>

Same as default Full viewing rights No viewing rights

Default: Any unlisted person.
Amundsen, Belinda
O'Donnell, Terence
Russo, Lina
Malone, Robert
Hall, Terry
Thomas, Connor

Select: **Tools, Access Rights ...**, (Designate tab)

