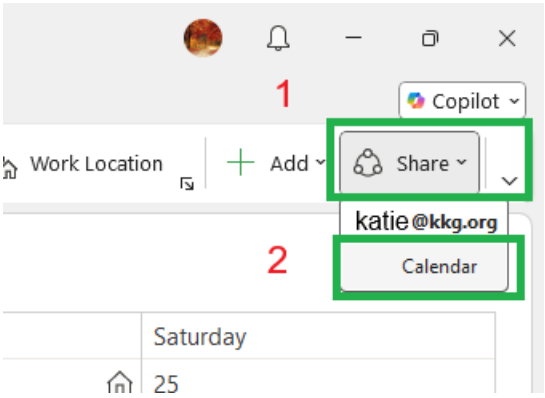
Change Your Calendar Permissions

Created: 10/21/2025

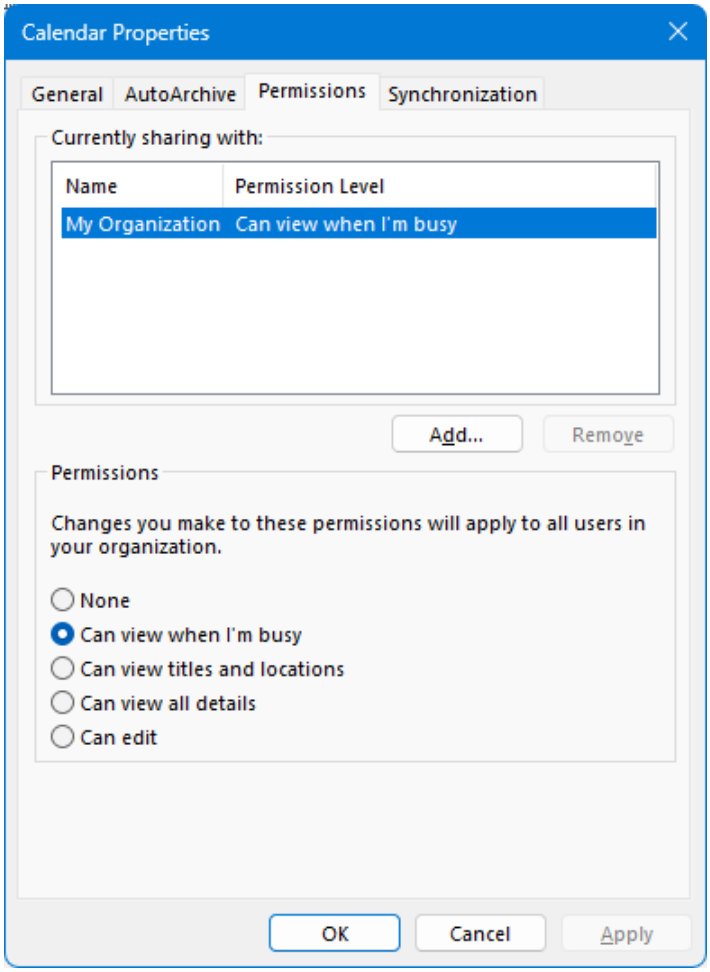
Difficulty: *Easy*

Summary: *By default in Outlook, only people with a @kkg.org account can see when you are busy or not. Your calendar just says busy if they were to view it. This document will show how to open that up some.*

1. In Outlook, go to your calendar.
2. On the top toolbar click on "**Share**" > "**Calendar**".



3. Default permissions will look similar to the right.



My Organization = This means anyone with a @kkg.org account. Staff + most volunteers by default will see when your busy.

You can add specific users and give them higher permissions if you desire.

Under Permissions:

a. "None" = Nobody can see anything on your calendar. Not recommended.
b. "Can view when I'm busy" = They will only see when you're busy. They will have no idea why or what you are doing.
c. "Can view titles and locations" = They will see when you're busy, the subject, and where you are going.
d. "Can view all details" = This will equal the above permission plus they can see what is in the notes or details of the calendar entry.
e. "Can edit" = All of the above plus they can create and remove permissions.
f. "Delegate" = This is the same as "Can edit" but can also respond to calendar responses.

No one will be able to see your calendar entries that you mark private even if they have delegate permissions.

NOTE: Highly recommended to not give "My Organization" permissions at "Can view all details" or "Can edit".

~~Common Examples to use:~~

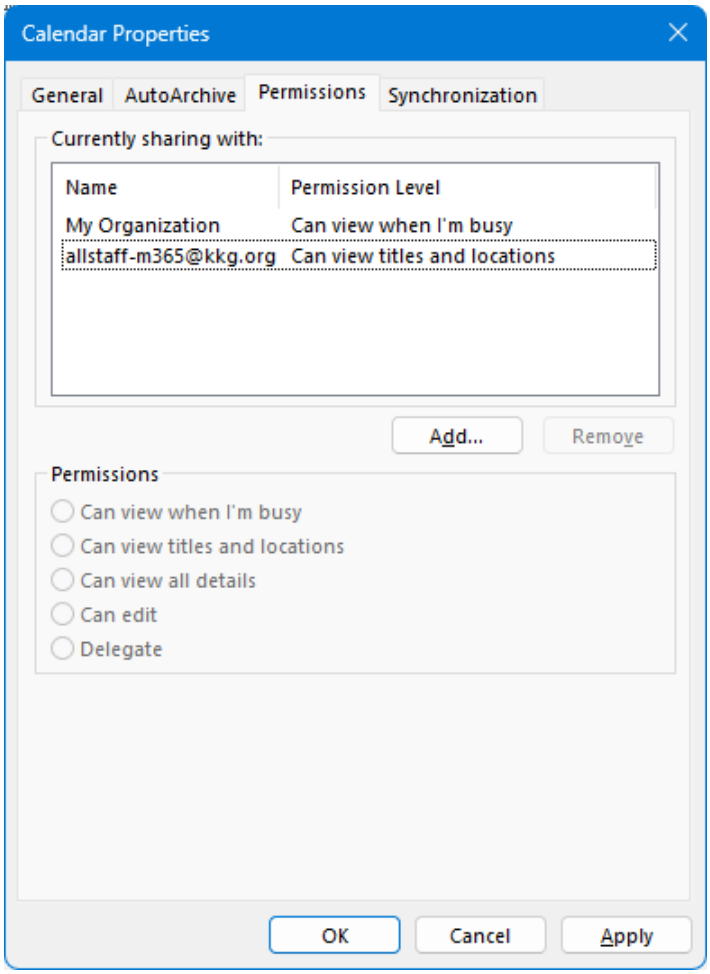
~~*the Group, allstaff-m365@kkg.org = Staff*~~

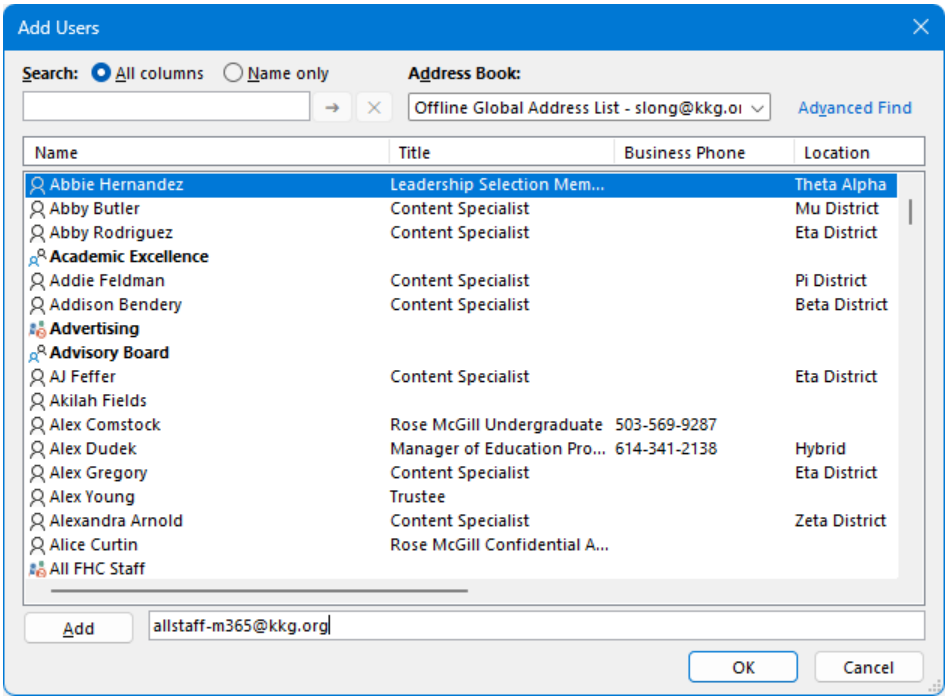
~~You want only staff to see subject, location and busy times.~~

~~You want everyone else to only see if you're busy.~~

1. ~~Set permission level for "My Organization" to "**Can view when I'm busy**".~~
2. ~~Click Add… and the put in **allstaff-m365@kkg.org** in the Add field. Don't search for it because it is hidden from the addressbook. Below image is an example. Click Ok.~~
3. ~~Set the permission level to for the staff to "**Can view titles and locations**".~~

NOTE: When you add people, including the All staff, all staff will get an invite email. If you want staff added, just ask IT and we can add it without the notification.





NOTE: People are granted the highest permission available to them. For example if you grant the group IT delegate and have me in IT set to None, I will still have delegate access.