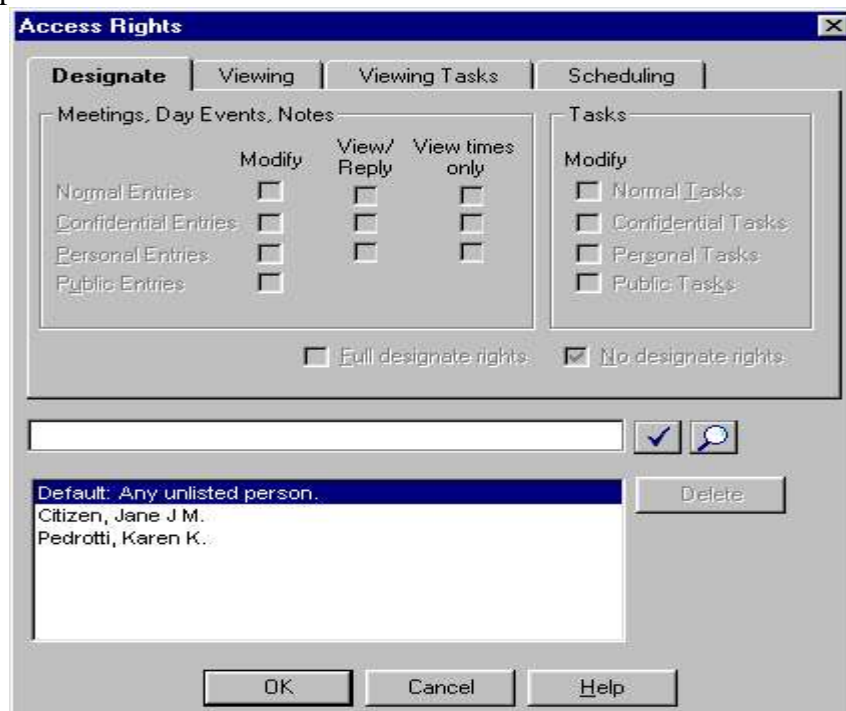


Access Rights

Calendar users are able to grant various levels of rights to others.

The Access Rights window

To view the access rights window, Select Options → Access Rights. The Access Rights window appears.



The task of assigning rights to people involves

- Adding the user to the rights list
- Assigning the desired rights to that user

People who do not have rights awarded specifically to them receive the rights awarded to a special user entry. "Default: Any unlisted person".

Rights categories

Rights may be assigned to people to allow them

- Access to view agenda entries
- Access to view tasks

- Rights to create invitations
- Designate rights

All of these rights allocations may be performed on different classes of entries.

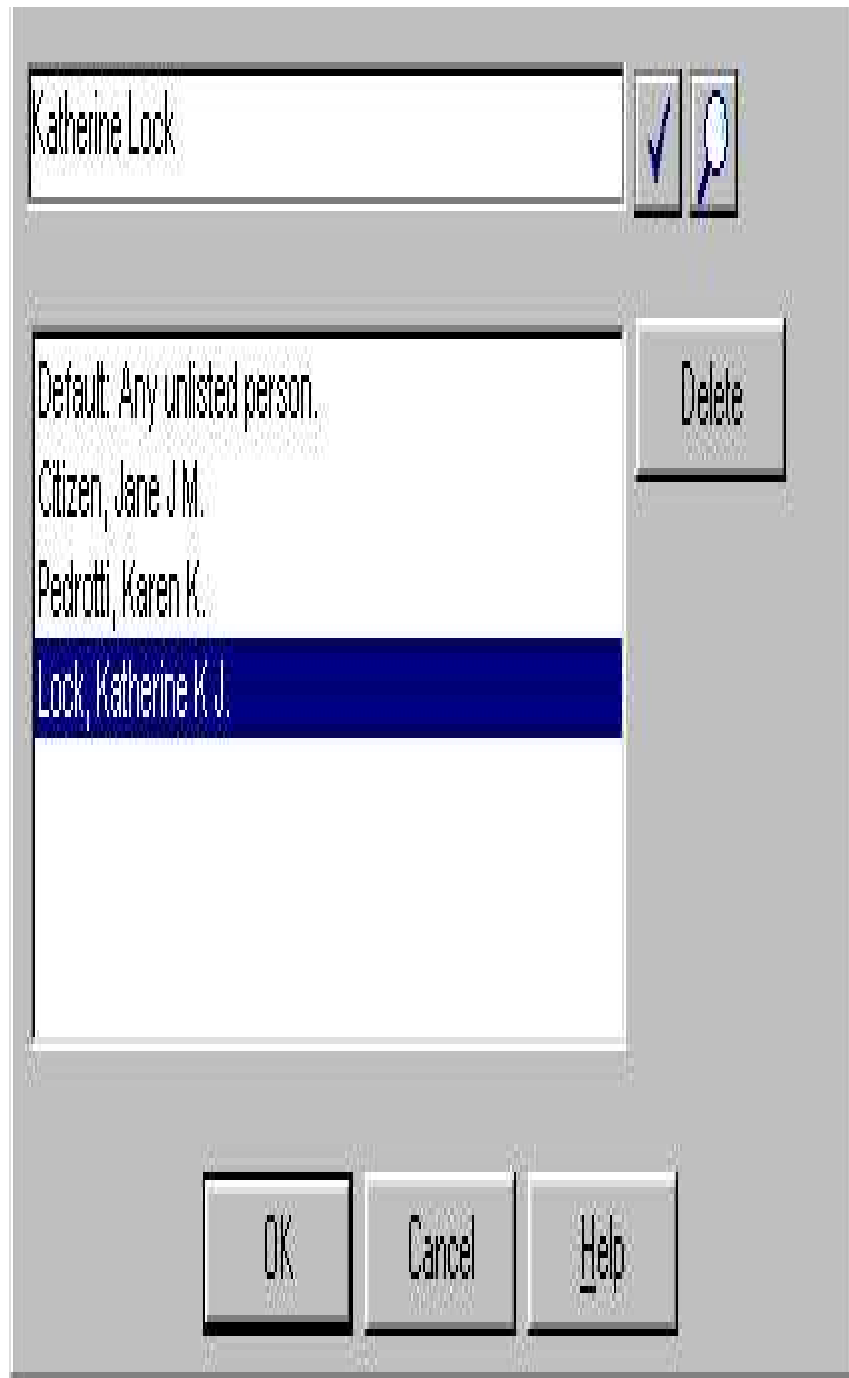
These entries are

- Normal – default entry type (eg. “Meeting with suppliers”)
- Confidential – Sensitive entries (eg. “board meeting to discuss financial position”)
- Personal – Private entries (eg. Julie’s birthday”)
- Public – (eg “Staff meeting”)

Note: An entry’s category is set in the General options tab of an Agenda, Task or Note Entry.

Adding a User

To add a user to the access rights list, type the user’s name in the user window.
(alternative: use the search function – magnifying glass button – to select the user).



Pressing Enter adds that user to the list. Rights may now be assigned to this user