



Administering a Public Folder or Calendar in Outlook

Introduction

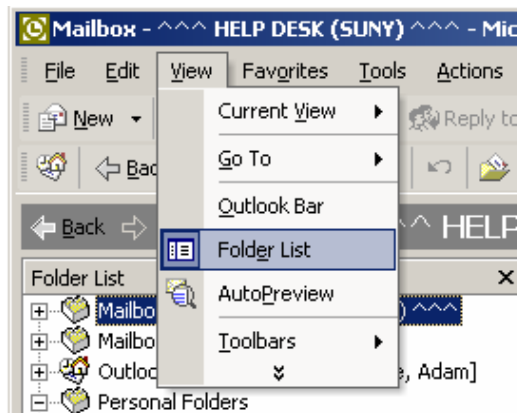
This document will outline the steps to grant a SUNY System Administration* LAN account permissions to read, create, edit and/or own items in a public folder or calendar. This can only be done by the person assigned who has been designated as the owner of the folder or calendar. If you are not sure who the owner is please see the “Determining the Owner of the Public Folder/Calendar” section below.

*Note: Only users who belong to the SYSADMIN domain can be given permissions. If you are not sure about a user or are experiencing any problems please contact the Helpdesk for assistance.

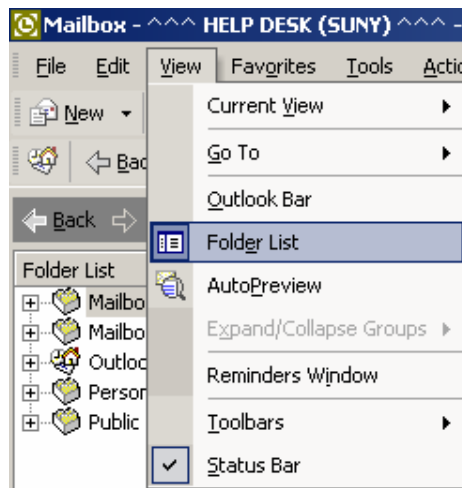
Displaying the Folder List

To perform any of the tasks listed below you must have the Folder List visible in Outlook. The Folder List is located between the Outlook Shortcut Bar and your e-mail messages. If the Folder List is already visible, please skip to the next section of this document. Otherwise, please follow the steps outlined below:

1. In Microsoft Outlook, click on the **View** menu and select **Folder List**.

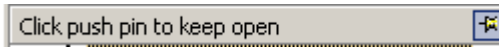


2. If Folder List is not listed under the view menu, click on the double-down arrows listed at the bottom of the View menu. This will expand the menu to show every option available.





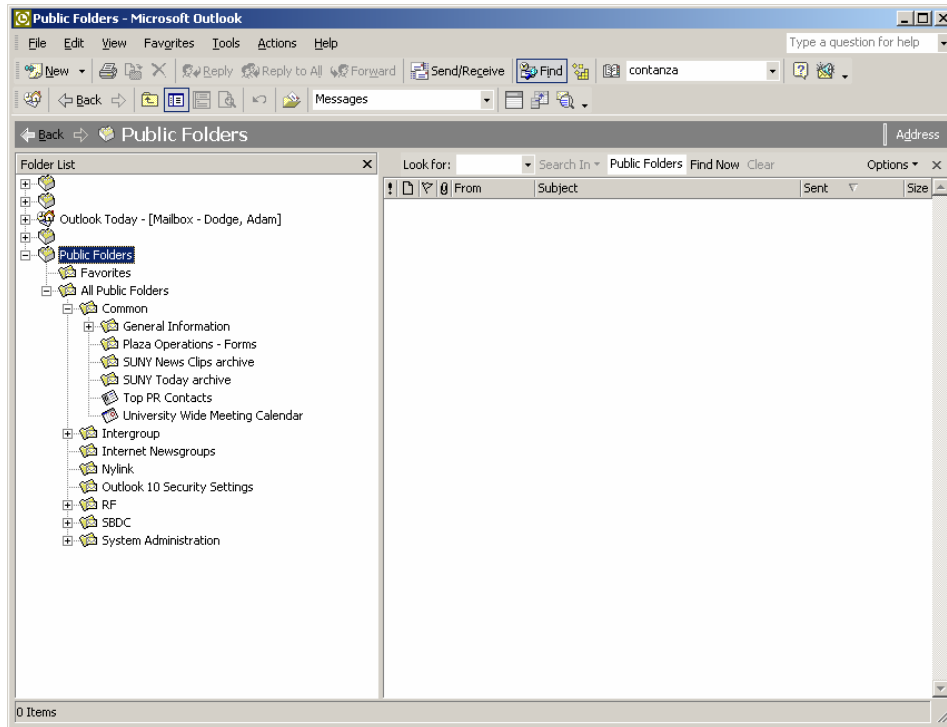
- If you notice a push pin in the upper right-hand corner of the Folder List please click on it so that the Folder List will remain open allowing you to work.



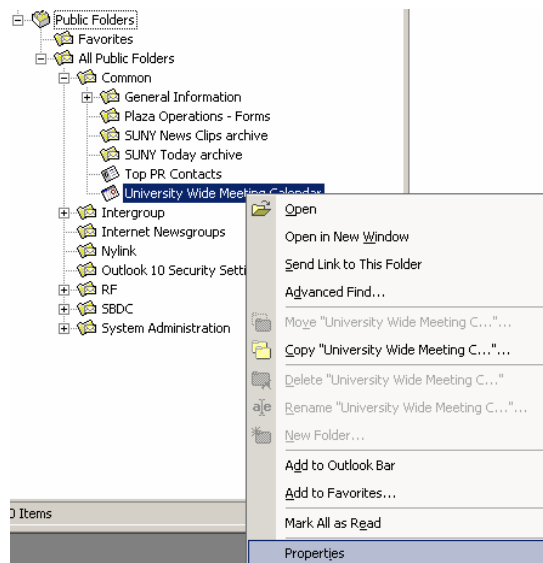
Opening the Properties of a Public Folder/Calendar

Before you can find out any information about a Public Folder or Calendar, you need to have the properties window open and available. To open the properties window of any Public Folder or Calendar please follow the steps below:

- In Microsoft Outlook, locate the Folder/Calendar you are interested in under the main Public Folders list.

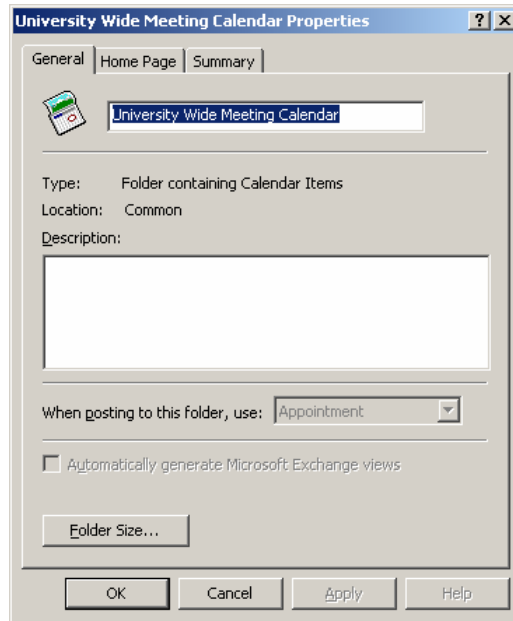


- Right-click on the Folder/Calendar and select **Properties**.





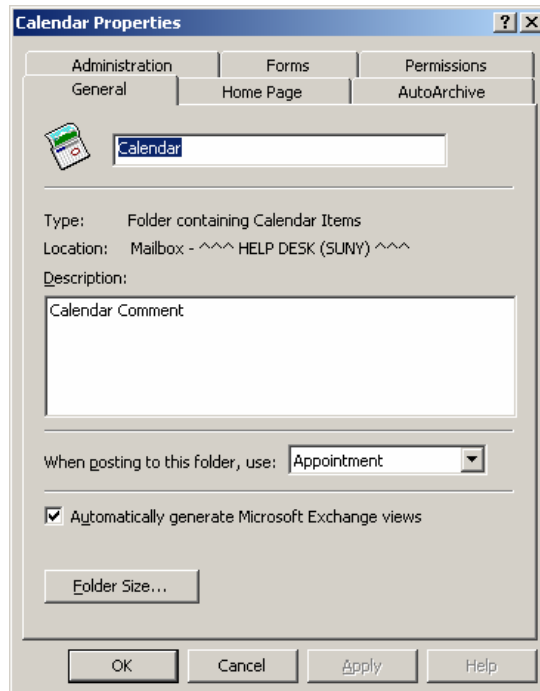
3. Displayed on your screen should be the properties window for the Folder/Calendar you have selected. Once this screen is displayed you are ready to start adding and removing users from the item. This privilege is only granted to the folder owner. If you are not the owner or are unsure please refer to the “Determining the Owner of a Public Folder/Calendar” section below.



Determining the Owner of a Public Folder/Calendar

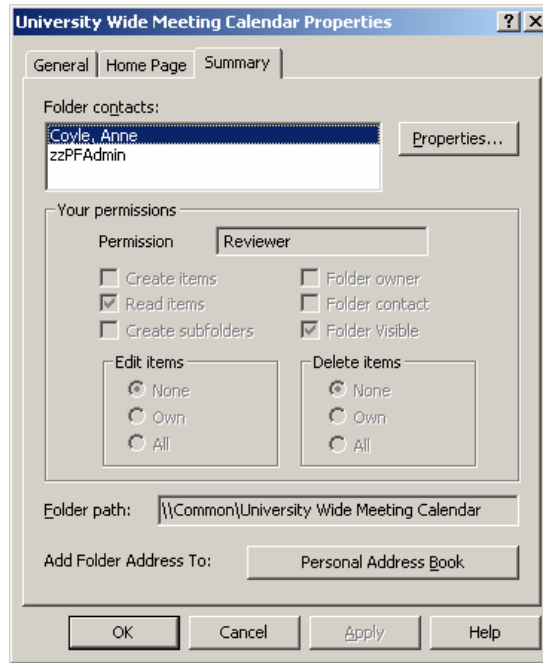
This step requires that the properties window for the public folder/calendar already be open:

1. If the **Permissions** tab is displayed in the properties window, you are the current owner of the Public Folder/Calendar and can move to the next section. If the properties window you have displayed does not show a Permissions tab, then you are not the current owner. Please move on to Step 2 to determine who is the current owner of the Public Folder/Calendar.





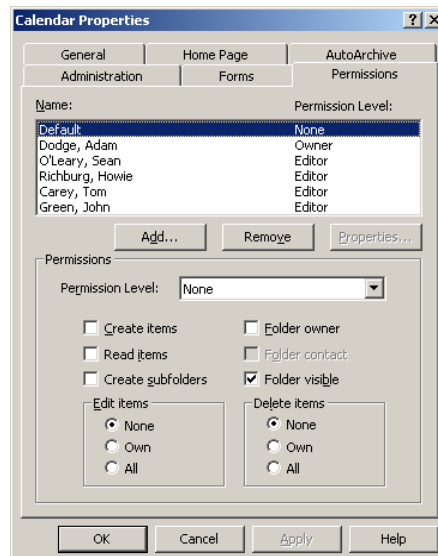
- 2. If you do not notice the **Permissions** tab but see instead a **Summary** tab you will need to click on **Summary** to find out who has current permissions to the public folder/calendar.



- 3. Each user listed under the **Folder contacts:** section has some type of permissions. Look at the top of the list to determine the owner. When users are added, the newest user is put at the bottom of this list, so one of the top two or three individuals listed has Owner permissions. Your current permissions are listed in the **Your Permissions** section of the Summary tab. For example, Helpdesk has “Reviewer” permissions for the “University Wide Meeting Calendar”. A full list of each permission level and the accesses granted by each will follow in the “What the Different Permissions Level Do” section of this guide.

Adding, Removing and Changing Permissions on a Public Folder or Calendar

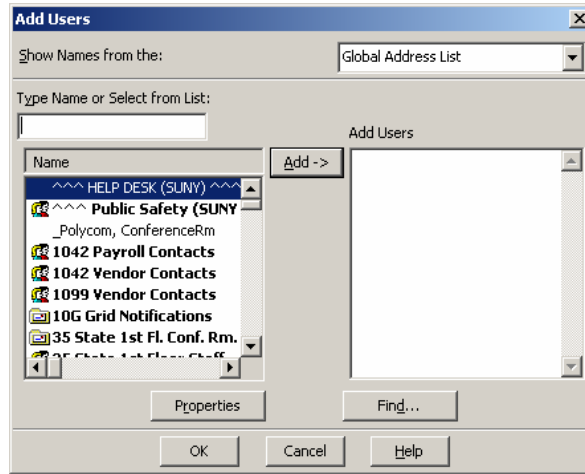
Once you are in the **Properties** windows and you are the owner, you can start adding users, removing users and/or changing user permissions. The first thing you will need to do is to click on the **Permissions** tab to see what users currently are already assigned to the folder/calendar along with their individual permissions level.



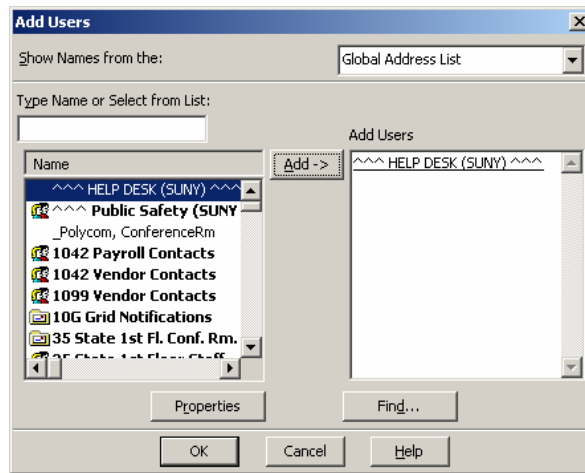


Adding a User:

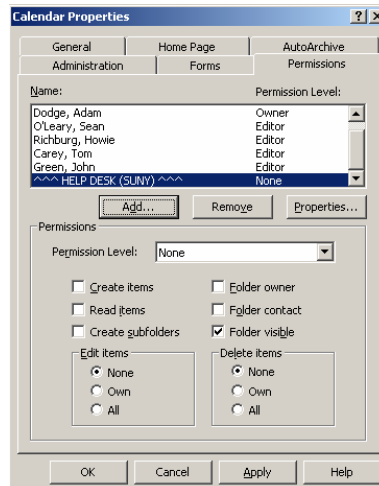
1. To add a user click the **Add** button. This will bring up the **Add Users** window.



2. Scroll through this list and select the user(s) you wish to grant some level of access to. Once you have a user selected, click on the **Add ->** button so that the user is listed in the **Add Users** box.

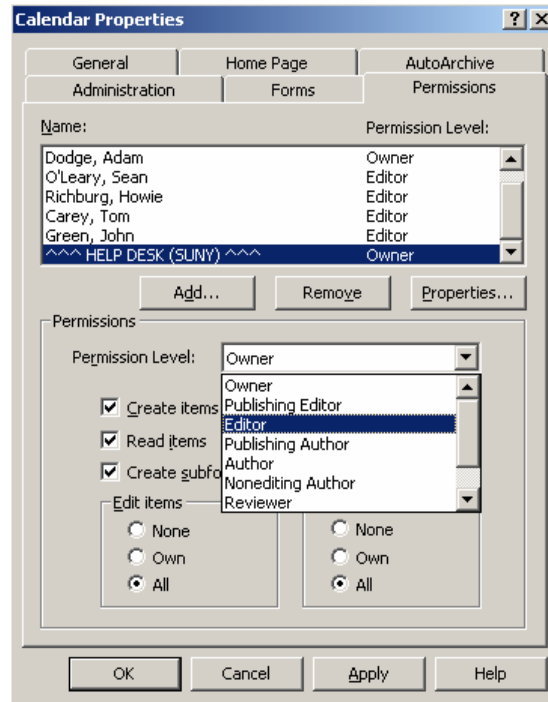


3. Once you click **OK** you will be brought back to the **Permissions** tab of the Properties window. You should see that the user you added is now listed at the bottom of the **Name/Permission Level** box.



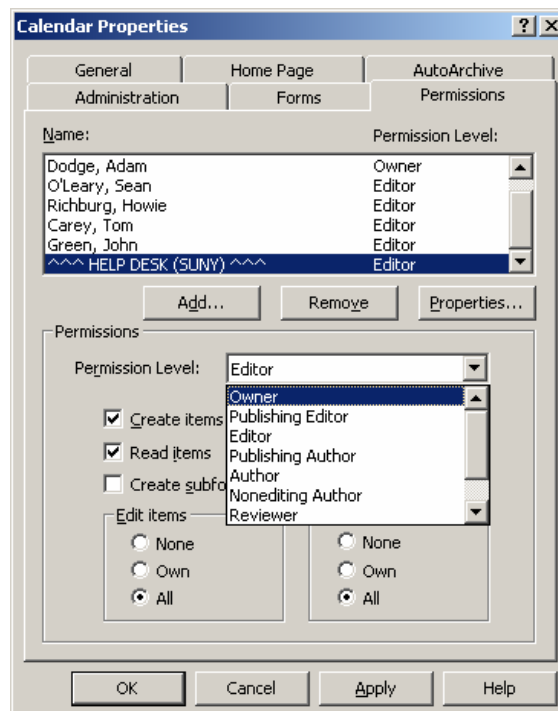


4. Choose the appropriate permission level for the user. To do this, click on the **Permission Level** drop down arrow in the **Permissions** section and select one of the nine levels. See “What the Different Permission Levels Do” below.



Changing a Users Permission Level:

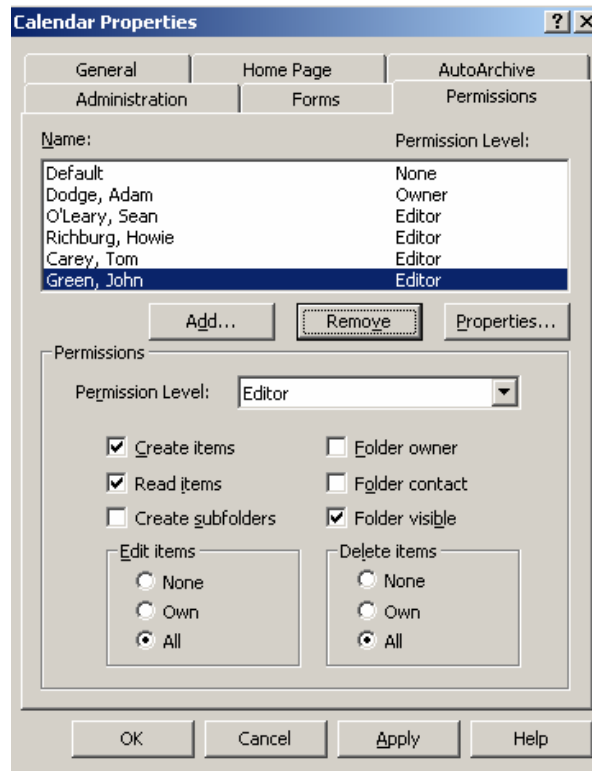
To change a users permission level, highlight the user in the **Name/Permission Level** box on the **Permissions** tab to select the user. Now use the **Permission Level** drop down list to select a different permission level. Once you are satisfied with the user’s new level of permissions click on the OK button to save the changes.





Removing a User from a Public Folder/Calendar:

To remove a user from a public folder/calendar select the user by clicking on their name in the **Name/Permission Level** list. Once they are selected click the **Remove** button.



What the Different Permission Levels Do

Below you will find a detailed description of what access each of the permission levels grant a user:

- **Owner** – Marked as owner, Marked as a contact to the folder, Create new posts to the folder, Read all posts to the folder, Create Subfolders to the public folder, Can see the folder, and can Edit and Delete all items.
- **Publishing Editor** - Create new posts to the folder, Read all posts to the folder, Create Subfolders to the public folder, Can see the folder, and can Edit and Delete all items in the folder.
- **Editor** – Create new posts to the folder, Read all posts to the folder, Can see the folder, and can Edit and Delete all items in the folder.
- **Publishing Author** – Create new posts to the folder, Read all posts to the folder, Create Subfolders to the public folder, Can see the folder, and can Edit and Delete only their own items in the folder.
- **Author** - Create new posts to the folder, Read all posts to the folder, Can see the folder, and can Edit and Delete only their own items in the folder.
- **Non Editing Author** - Create new posts to the folder, Read all posts to the folder, Can see the folder, and cannot Edit any posts, but may Delete their own posts.
- **Reviewer** - Read all posts to the folder, Can see the folder, but cannot Edit or Delete any items in the folder.
- **Contributor** - Create new posts to the folder, Folder is visible, but cannot Edit or Delete any items.
- **None** – Folder is visible, and cannot Edit or Delete any items in the folder

Troubleshooting

If you are having difficulties or questions about the above steps please do not hesitate to contact the Help Desk at x1208 or e-mail Helpdesk@Suny.edu.