Manual – Access shared calendars and change privileges in Apple calendar

The manual is based on a Mac with OSX 10.9 (Mavericks).
You might experience variations in appearance if you use another version of OSX, however, the basic principles are the same.

Prerequisites and recommendations

It has been decided that all staff’s calendars in the shared email and calendar system, as a rule, must be open. All staff’s calendars are set up with (limited) openness. This means that all staff can see the time of the meeting/the appointment, place and subject. You cannot see the content of the appointment, participant list and/or attachments. If a meeting/an appointment should be invisible to others, please mark it ‘private’.
Set up a meeting/access shared calendars

Follow the 5 steps:

1. Open Calendar and set up a calender event by double-clicking on the wanted date.

2. Type in the title of the meeting.

3. If you need to book a room, click on Add location and search for the room (e.g. 1010.110).

4. If you need to invite participants to your meeting, click on Add guests and write the name (e.g. email address) of the participants. Make sure that your colleagues are available on the chosen
time. If you colleague is available, you will see a check mark, if your colleague is busy, you will see a circle with a transversal line (in the image below, colleague 1 and 3 are available, while colleague is busy).

5. Send your notification of a meeting by pressing Send.
Change privileges to your calendar

If you want to change the privileges to your calendar, there are four levels:

1. Read and write: set up events, edit and delete all events
2. Read and set up: set up events, edit and delete your own events
3. Read only: title of meeting, room, agenda and possible attachments are visible
4. No access: nothing is visible

Follow the 5 steps:

1. Open Calendar and click on Settings
2. Click on Accounts
3. Click on Delegation
4. Click on Edit

5. Now, you can add the colleagues you want to give other privileges.