

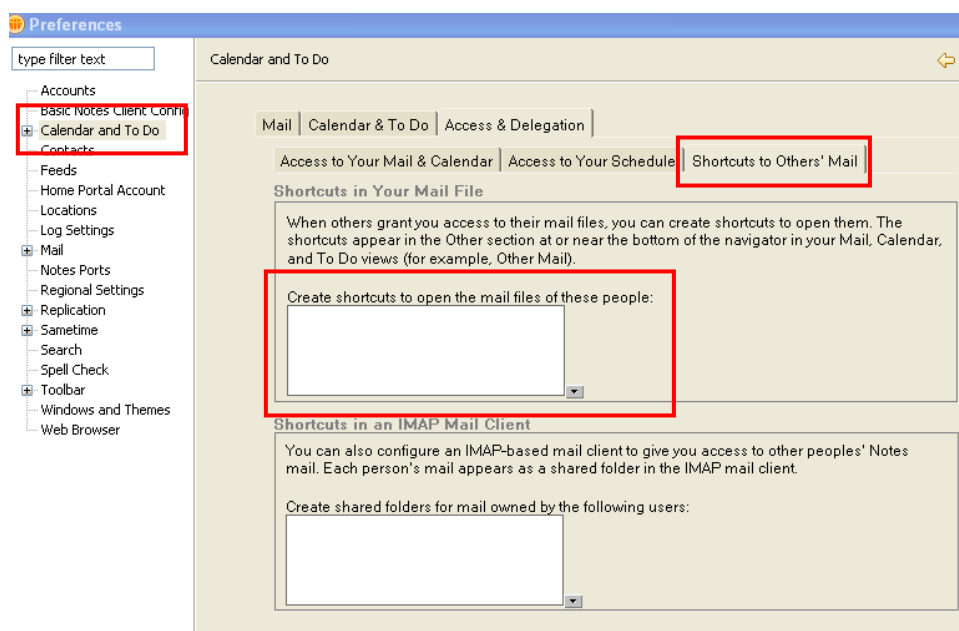
To open another person's Calendar, they need to grant you delegate access.

You may be working with another Monash staff member on a project and may need to access their calendar to assist with scheduling meetings and appointments. This is very helpful if you need to make appointments on behalf of a colleague in their absence. You may also work for a manager and require access to their calendar so you can manage their time and appointments.

If you have access to a person's Calendar, To Do and Contacts, you will not be able to see details of private calendar entries.

Create a shortcut to another person's Calendar

1. Select **File > Preferences > Calendar and To Do > Access & Delegation > Shortcuts to Others' Mail**.



2. In **Create shortcuts to open the mail files of these people**, click and select the person whose Calendar you'll be accessing from the Monash Directory.

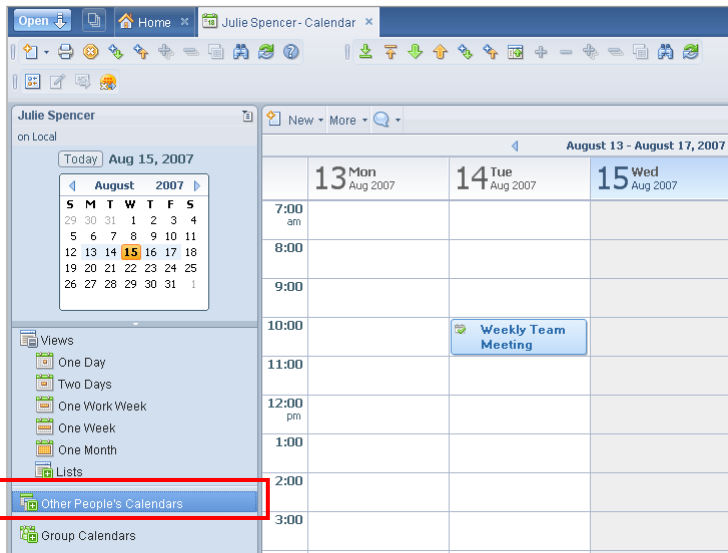
3. Click **OK**.

Open another user's Calendar

1. Click on the **Calendar** icon on the **Home Page**.



2. The **Calendar** tab will open. In the **View Selection** panel on the left hand side of the calendar, you will see the **Views** section.



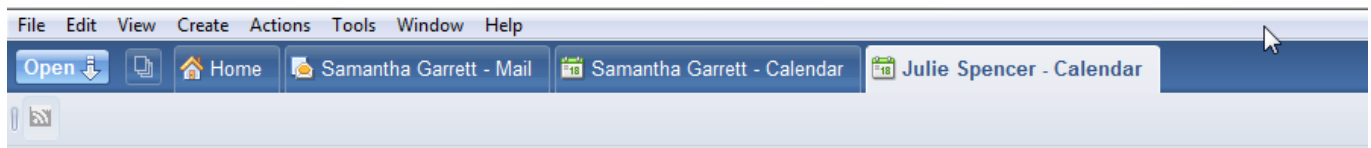
3. Click on the **plus +** symbol to the left of **Other People's Calendar**.



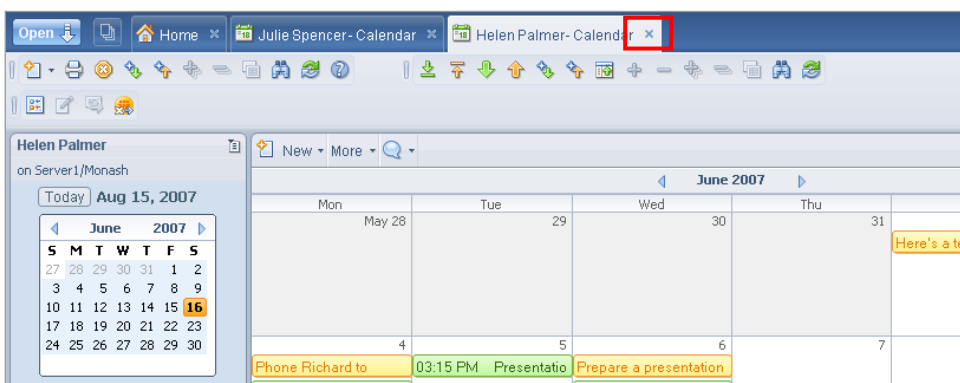
4. If you've added a shortcut to the person's Calendar in step 1 above, their name will appear. Select the person's name to open their Calendar.

5. Alternatively, to open a Calendar that you have not created a shortcut to, click **Open Person's Calendar**. The Monash staff directory will open, and you can select the person from the list.

6. The other person's Calendar will open in a separate tab. What you will be able to do in the other person's Calendar depends on what access they've provided you (e.g. view only, view and create, etc.).



7. To close the other person's calendar, click on the **X** button in the Calendar tab.



The following table shows the type and level of delegate access that is available.

Option 1: Access to Mail, Calendar, To Do and Contacts

Type of access	Description
Read any document	Delegate can read messages, To Do items, and calendar and contact entries.
Read and create any document, send mail on your behalf	As above, plus delegate can create and send messages, create To Do items, and create calendar and contact entries for you.
Read, edit, and create any document, send mail, enable Out-of-Office	As above, plus delegate can edit To Do items, and calendar or contact entries for you, as well as flag messages for follow-up and enable out-of-office notification.
Read, edit, create, and delete any document, send mail, enable Out-of-Office	As above, plus delegate has the ability to delete any document including messages, To Do items, and calendar and contacts entries.
Read/create any document, delete documents they created, send mail on your behalf	Delegate can read/create any document but only delete documents they created.

Note: Access to Mail, Calendar, To Do and Contacts will also show details of calendar entries marked private to the delegate.

Option 2: Access to Calendar, To Do and Contacts

Type of access	Description
Read any document	Delegate can open Calendar, To Do and Contacts and view all items (except those marked private).
Read, create, edit, and delete any Calendar Entry, To Do, and Contact	<p>Delegate can open your Calendar, To Do and Contacts and read, create, edit and delete all items (except those marked private).</p> <p>With this access a delegate can open your Mail and accept items on your behalf. Note: they will only be able to view calendar & To Do items, not mail messages.</p>