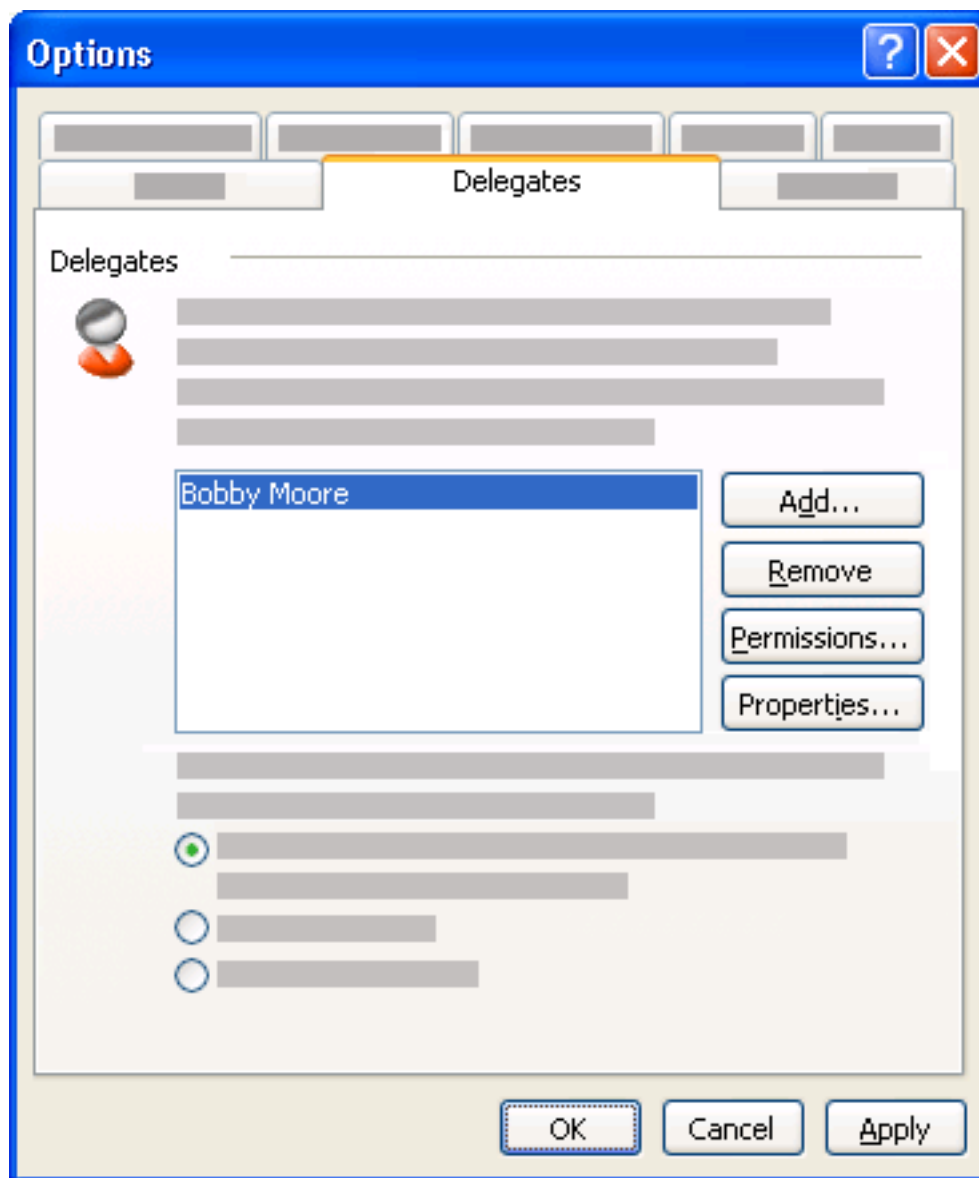


## Solution

During the upgrade some calendar permissions may not have carried over correctly. It will be necessary for the person whose calendar you manage to remove the permissions they gave you and add them again. Have that person follow these instructions:

### Outlook 2007

1. On the **Tools** menu, click **Options**.
2. Click the **Delegates** tab, and then highlight the person who manages your calendar, click **Remove**.
3. Click **Apply**
4. Click **Add**



5. Type the name of the person who will manage your calendar.

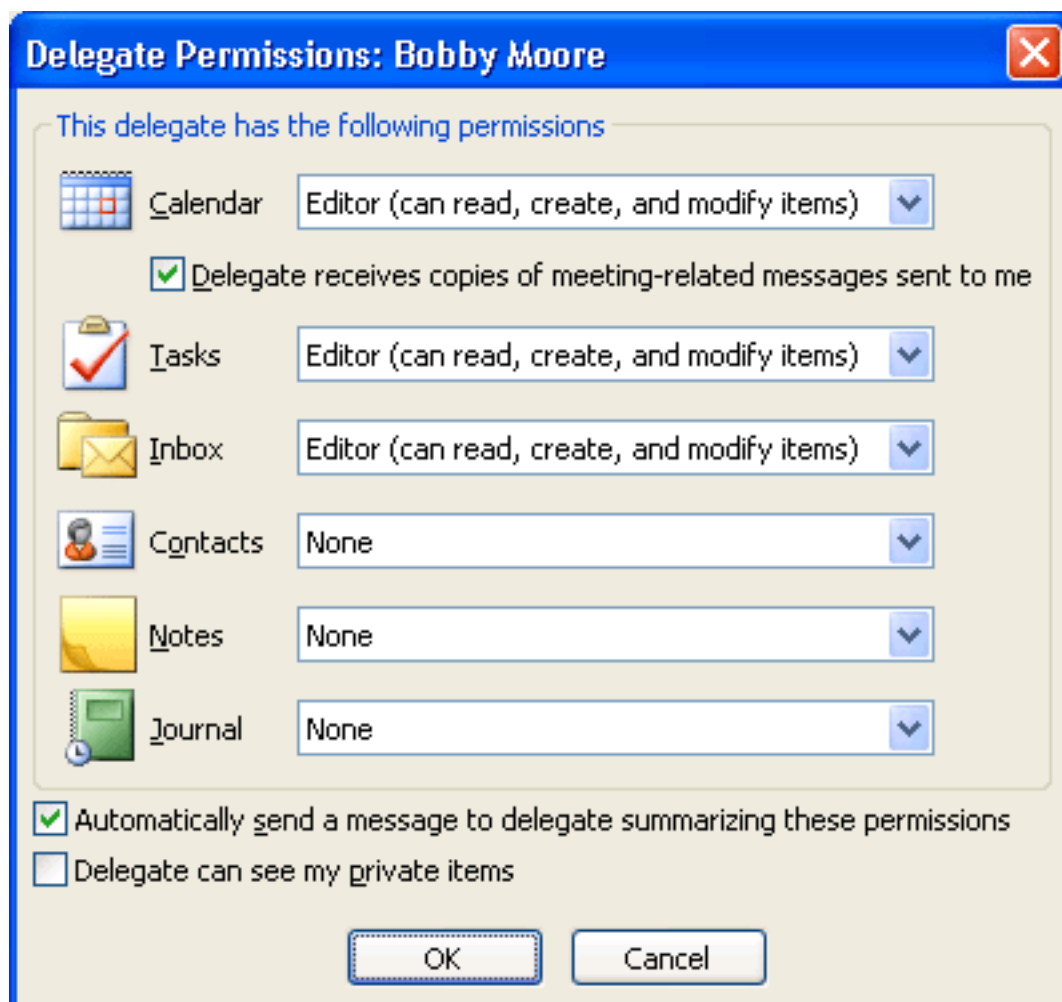
6. Click **Add**, and then click **OK**.

7. In the **Delegate Permissions** dialog box, you can accept the default permission settings or select custom access levels for Exchange folders.

If a delegate needs permission to work with meeting requests and responses only, the default permission settings, including Delegate receives copies of meeting-related messages sent to me, is sufficient. You can leave the Inbox permission setting at None. Meeting requests and responses will go directly to the delegate's Inbox.

**NOTE** By default, the delegate is granted Editor (can read, create, and modify items) permission to your Calendar folder, because after the delegate responds to the meeting on your behalf, the meeting is automatically added to your Calendar folder.

To send a message to notify the delegate of the changed permissions, select the Automatically send a message to delegate summarizing these permissions check box.



8. If you want, select the Delegate can see my private items check box.

**IMPORTANT:** This is a global setting that affects all of your Exchange folders, including all Mail, Contacts, Calendar, Tasks, Notes, and Journal folders. You cannot allow access to private items in only one folder.

9. Click **OK**.