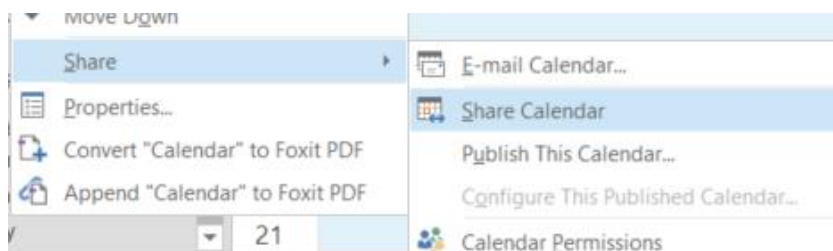


Calendar Access and Private Appointments

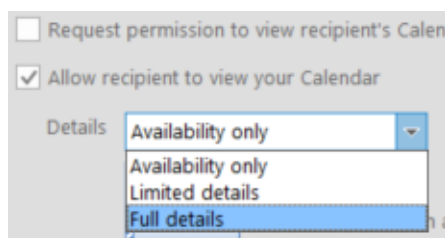
It is an expectation that all staff within Children's Services use their online outlook calendar for recording all types of appointments, including meetings and home visits. This document provides guidance on how to grant calendar access whilst retaining the ability to create private appointments which can only be viewed by certain colleagues/managers.

1. Granting general calendar access

From within the calendar tab, right click on your own calendar from the list and select 'share', then 'share calendar'



This will bring up an email. In the 'To' box enter the email addresses of all of the staff you want to share your calendar with. Remember to change the details area to Limited or Full details. (Full should be selected unless you have an agreed business reason not to).

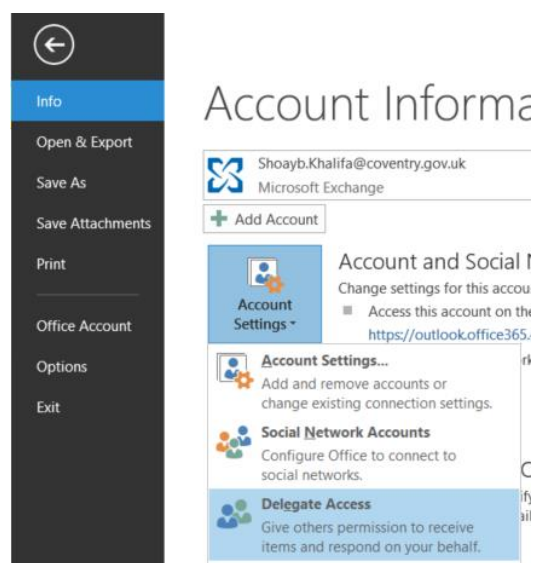


Nb. Granting access via this route will mean that private appointments are still only visible to the calendar owner and not to anyone you have granted access to.

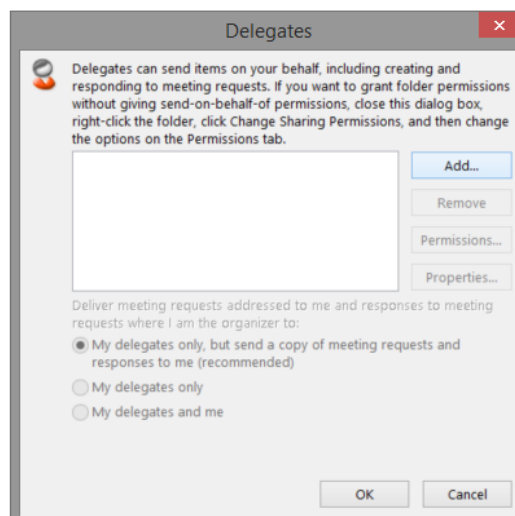
2. Granting access to private appointments

Private appointments can be used where the information contained within the appointment may be sensitive or there may be a data protection risk if it's not kept private e.g. home visits. There still, however, exists the need for managers and certain other colleagues to be aware of the details of these appointments.

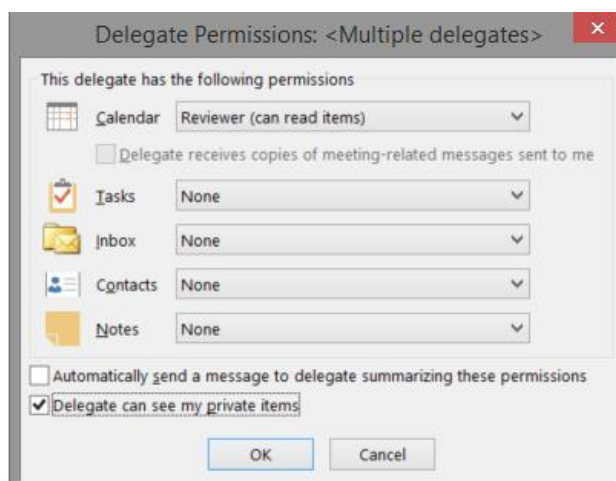
To grant access to private appointments, firstly, click on 'File' in the top left hand corner, then Account Settings, and then Delegate Access.



Click on Add, then select the names you wish to grant private appointment access to. Now click on Add, then OK.



Change the calendar drop down to Reviewer, the Tasks to None and then tick the box labelled Delegate can see my private items. Once complete click OK. Click OK again on the next screen.



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For any queries in relation to this guidance please contact Shoayb.Khalifa@coventry.gov.uk