



Article	MAC OSX: Share your Meeting Maker calendar	Level	BASIC
Symptom	You wish to allow other people to view details within your calendar		
Cause	None		
Resolution	Add the individual to the share settings of your Meeting Maker calendar		
Dated	Monday, July 14, 2008 12:34 PM		

## SUMMARY

Meeting Maker allows you to schedule meetings and plan activities; as such users within Meeting Maker can check your availability for meetings. However by default these users are not able to obtain the specific details of your activities; unless you provide them with access to your Meeting Maker calendar.

## RESOLUTION

*Share your calendar with another user*

1. Select **Share Calendar** from the **Proxy** menu.
2. From the left hand pane, select the user(s) to whom you wish to share your calendar with and click the **Read/Write** button if you wish to grant the user full read/write access to your calendar.

*The user will now appear in the right-hand pane with a 'pencil' icon next to their name.*

– OR –

Click the **Read Only** button if you wish to grant the user read-only access to your calendar.

*The users will now appear in the right-hand pane with 'slashed pencil' icon next to their name.*

3. Click the **OK** button.

*The user(s) will now have access to your calendar and you should inform them that they can now access your calendar by following the 'To view another user's calendar' instructions below.*

*Note that the user will only be able to view activities within your calendar that are not marked as **Private** – refer to the section below about marking events as private.*

*To view another user's calendar*

1. Select **More Proxies** from the **Proxy** menu.
2. From the left hand pane, select the user(s) whose calendar you wish to view and click the **Open** button.

*The user will now appear in the right-hand pane.*

3. Click **OK**.

*The selected user's calendar will now be displayed in a completely separate window within Meeting Maker.*

4. If you regularly open this user's calendar you may wish to add them to your favorite proxies, by selecting **Edit Favorite Proxies** from the **Proxy** menu and repeat the above process.

*The user will now appear for selection from the **Proxy** menu.*

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*Mark an event as private*

1. In your calendar, create or double-click the event you wish to mark as private.
2. Click the **Options** tab.
3. Ensure that the **Private** checkbox is ticked and click **Create Activity/Update**.

*This will mark the event as private and prevent any users who you have shared you calendar with, from viewing the title or details of this event.*

**RELATED INFORMATION**

- None