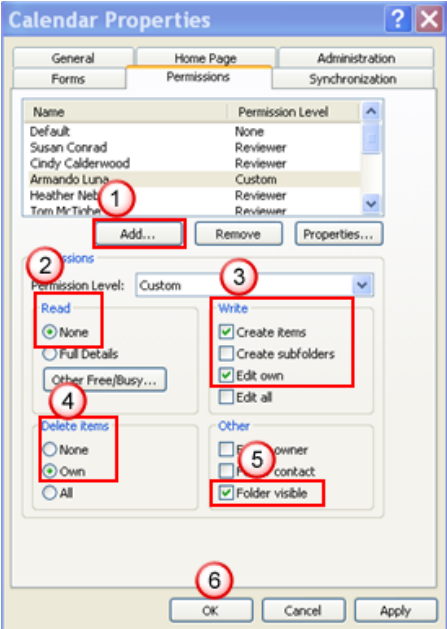


Scenario	Feature	Outlook 2007 steps	Outlook Web Access steps
<p>I want to create appointments for others, without having the appointments appear on my calendar.</p>	<p>This is a custom permissions setting.</p> <p>Note: This setting allows the scheduler to:</p> <ul style="list-style-type: none"> - Add appointments to the grantor's calendar and reschedule, update, and cancel meetings the scheduler has created. - View the grantor's availability. - Delete items the scheduler has added, but no other items. <p>Note: The scheduler won't be able to see any of the grantor's appointment details. To allow this, select Full Details under Read.</p>	<p>Steps for the grantor</p> <ol style="list-style-type: none"> 1. Open your Outlook calendar. Right-click the calendar name in the My Calendars section on the left, and select Change Sharing Permissions. 2. In the Calendar Properties dialogue box, click Add... and locate the scheduler. 3. Select the scheduler's name, and under Read, select None. 4. Under Write, select Create Items and Edit own. 5. Under Delete Item, select Own. 6. Under Other, select Folder Visible. 7. Click OK.  <p>Steps for the delegate</p> <ol style="list-style-type: none"> 1. In Calendar view, click Open a Shared Calendar 2. Enter the grantor's name or click the Name... button to search for their name. Click OK. 3. In the Navigation Pane, the delegate will see the grantor's account name listed under People's Calendars. 4. Click the checkbox to the left of the grantor's calendar. The grantor's calendar appears to the right of the delegate's calendar. To hide the calendar, click the checkbox again. 	