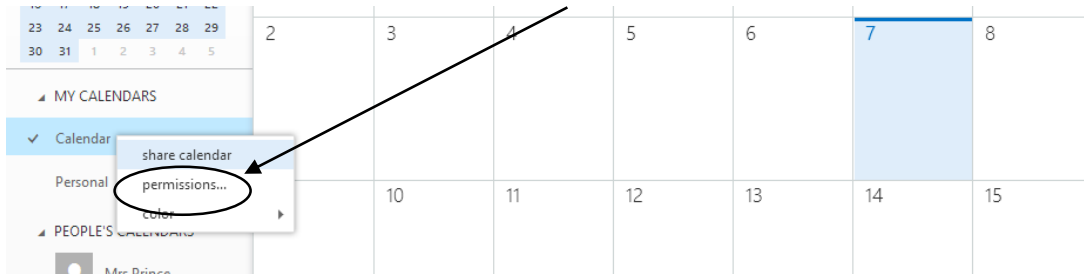# Change the access level on a calendar

Sign into the account that has the calendar that is being shared

Open the calendar, on the left under "My Calendars" right click on "Calendar" and select "permissions"

A pop-up will appear listing all those who currently have access, locate the person whose permission is to be change, expand the access level (box to the right of the name) and select the appropriate access and then select "Save"
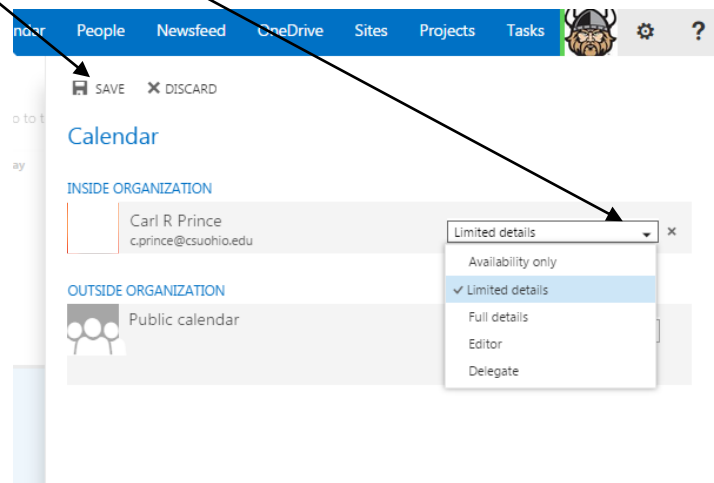
Permission Levels:

Full details: view only, displays the time, subject, location, and other details of all items in your calendar.

Limited details: view only, displays the time, subject, and location only.

Availability: view only, displays the time of items on your calendar only.

Editor: can edit your calendar.

Delegate: can edit your calendar, and can send and respond to meeting requests on your behalf.