

SHARED CALENDAR POLICY

INTRODUCTION

Sharing calendars to ease the administrative burden of communicating meetings and appointments is a vital part of any Organization that encourages collaboration. It is also important to ensure that users are sharing meeting and appointment details only to the correct people and are aware of security implications that come with sharing calendar information.

1. POLICY

- 1.1. The default calendar sharing permission for individual calendars shall be set to the **"Free/Busy time."** This setting allows any user in the Department to see if another user has an availability at a certain date and time, but all the details (subject, location, etc...) are hidden from everyone but the calendar owner.
- 1.2. Users shall be prevented from using Sharing and Delegation features of Exchange through Group Policy.
- 1.3. All requests for calendar sharing and delegation should be must be approved by the Deputy Chancellor upon the recommendation of the Director of Information Services through the Vice Chancellor of Finance and Administrative Services and implemented by the IT Staff.
 - 1.3.1. Any user who separates from the Department will have all permissions immediately removed.
 - 1.3.2. Any user who transfers to another division or position, will have all permissions removed and must go through the approval process.
- 1.4. Permissions granted shall be audited on a regular basis and compared to the list of approved permissions.

2. PROCEDURE FOR APPROVAL

- 2.1. A user who has a legitimate business need to share his/her calendar will request the Director or Information Services add that share via a help desk ticket or email.
- 2.2. The Director of Information Services will vet the request to determine the least amount of authority necessary to be delegated to accomplish the business need.
- 2.3. The Director shall also provide consulting and guidance in the form training to ensure that the requestor understands the authority they are delegating.
- 2.4. The Director of Information Services will make a recommendation to the Deputy Chancellor through the Vice Chancellor of Finance and Administrative Services. This recommendation may be in the form of an email and will clearly describe :
 - The user requesting the ability to share his/her calendar
 - The designee with whom the calendar is to be shared
 - The business case for sharing a calendar
 - The recommended permission levels of the share and description of potential risks of those permission levels

- Documentation that training has been provided to the requestor
- 2.5. Upon written approval via email, the Information Services Division will configure the requestor's calendar as approved. The permissions will be documented, the recommendation email, and the approval email will all be stored.

3.0 GUIDELINES

- 3.1 Within a division, upon recommendation of the Executive Director or Vice-Chancellor of that division and approval of the Deputy Chancellor, users may elect to share their calendar with other members of their division with **Free/Busy Time, Subject, and Location**. This setting allows any user in the division to see if another user has an availability at a certain date and time, to see certain details about appointments (subject and location), but all other details are hidden from everyone but the calendar owner. A user who marks an appointment as private would hide the subject and location from their division colleagues.
- 3.2 In some instances, particularly for executives and directors with administrative assistants, it should be allowable for a user to make another user a **Publishing Editor** of his/her calendar. This setting allows the designee to see the full details of all meetings and appointments, create meetings and appointments, change meetings and appointments, and delete meetings and appointments. A user who marks a meeting or appointment as private does hide the details of that meeting from the designee. These instances should be allowable upon approval of the Deputy Chancellor after having been vetted by the Director of Information Services.
- 3.3 **Resource and Division Calendars**
In some instances, there might arise a need for a division or committee to create a shared calendar. In these cases, users will be placed into an appropriate group and the group will be given the appropriate permissions for the shared calendar.

Resource	Purpose
Board Room	Meeting Room
President's Conference Room	Meeting Room
Executive Conference Room	Meeting Room
Chancellor's Conference Room	Meeting Room
ITS Training Lab	Meeting Room
ISS Conference Room	Meeting Room
ITS Division Calendar	Contains all due dates of reports, software license expirations, contract expirations, subscription expirations, and other divisional events