## **Editing Permission Settings**

Control Panel > My Workspace > Calendars

## About Permission Settings:

Calendar permissions is a useful feature to control who is allowed to view your various calendars. It gives selected **User Groups**, **Users**, **Buildings**, and/or **Tenants** permission to view calendars from their **My Workspace** page. Those without permission to certain calendars will not see the link to the calendars on their **My Workspace** page.

## **Editing Permission Settings:**

- 1. Go to Control Panel > My Workspace > Calendars.
- 2. Locate the calendar for which you would like to change the permissions and click on Edit.

Name	Description		
Holiday	Please view this calendar for up coming events.	View	Ed
test		View	Ed
Construction		View	Ed
Building Events	Calendar of building events. (This message is internal to building better administer calendars.)	View	Ed

- 3. Under Permission, select the User Groups, Users, Buildings, or Tenants tab.
- 4. Move the desired Available Items to the Selected Items list using the provided arrows.

			2	
	Brokers		Document Library Adr	ministrator
	Concierge	>>	Heip Desk Japitorial	
Permission	Lingineering		Owner	
			Property Administrato	rs
		<	Property Manager	
		<<	Tenant Managers	
			User Registration	
	[available items]		[selected items]	

5. Click on Submit to save the permission settings.