Editing Permission Settings

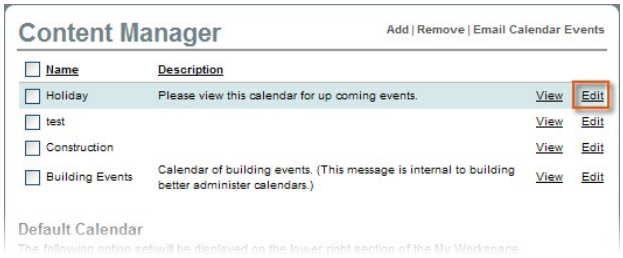
Control Panel > My Workspace > Calendars

About Permission Settings:

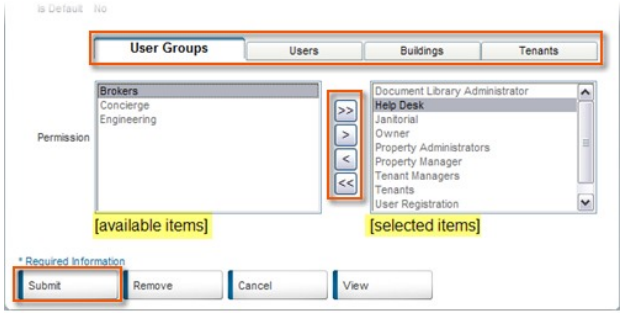
Calendar permissions is a useful feature to control who is allowed to view your various calendars. It gives selected **User Groups**, **Users**, **Buildings**, and/or **Tenants** permission to view calendars from their **My Workspace** page. Those without permission to certain calendars will not see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



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.



5. Click on **Submit** to save the permission settings.