

# Outlook Permission Levels

When setting up permissions, you can determine exactly how much access a user has to your Calendar or Folder. The permissions are predefined by Microsoft but are customizable.

| Permission Level                   | Definition  |
|------------------------------------|---|
| Owner:                             | Allows full rights to the mailbox's (Calendar or Folder) , including assigning permissions; it is recommended not to assign this role to anyone |
| Publishing Editor:                 | Create, read, edit, and delete all items; create subfolders   |
| Editor:                            | Create, read, edit, and delete all items  |
| Publishing Author:                 | Create and read items; create subfolders; edit and delete items created by the user.  |
| Author:                            | Create and read items; edit and delete items they've created.   |
| Non-editing Author:                | Create and read items; delete items created by the user.  |
| Reviewer:                          | Read items.   |
| Contributor:                       | Create items.   |
| Free/Busy time, subject, location: | View the time, subject, and location of the appointment or meeting on your calendar.  |
| Free/Busy time:                    | Shows only as Free or Busy on your calendar. No details are provided.   |
| None:                              | No permissions are set for the selected user on the specified calendar or folder.   |

## Related articles

### Content by label

There is no content with the specified labels