

Outlook policy

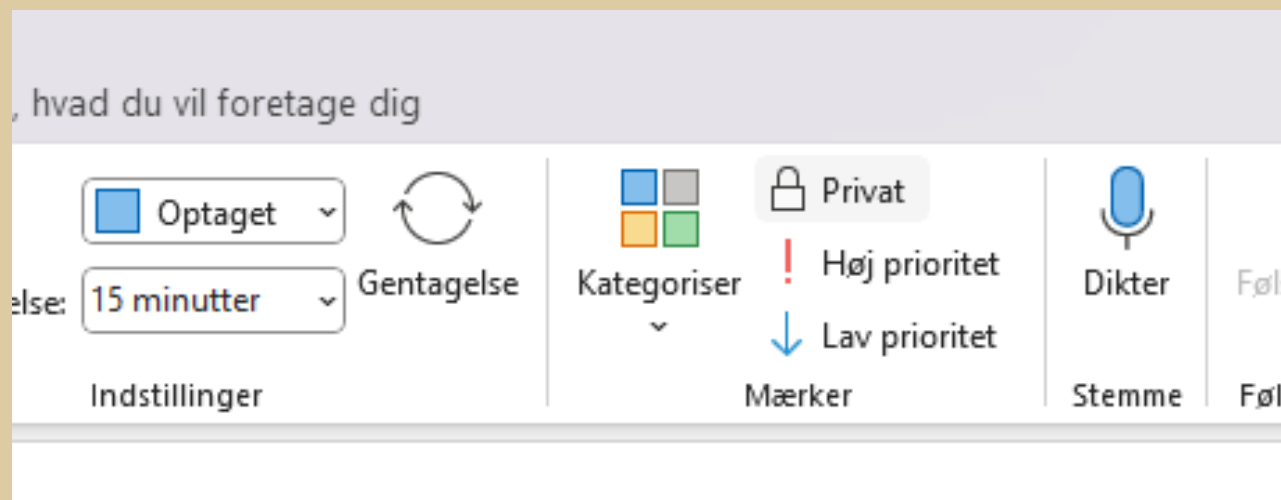
Faculty of Humanities



Open/shared calendar

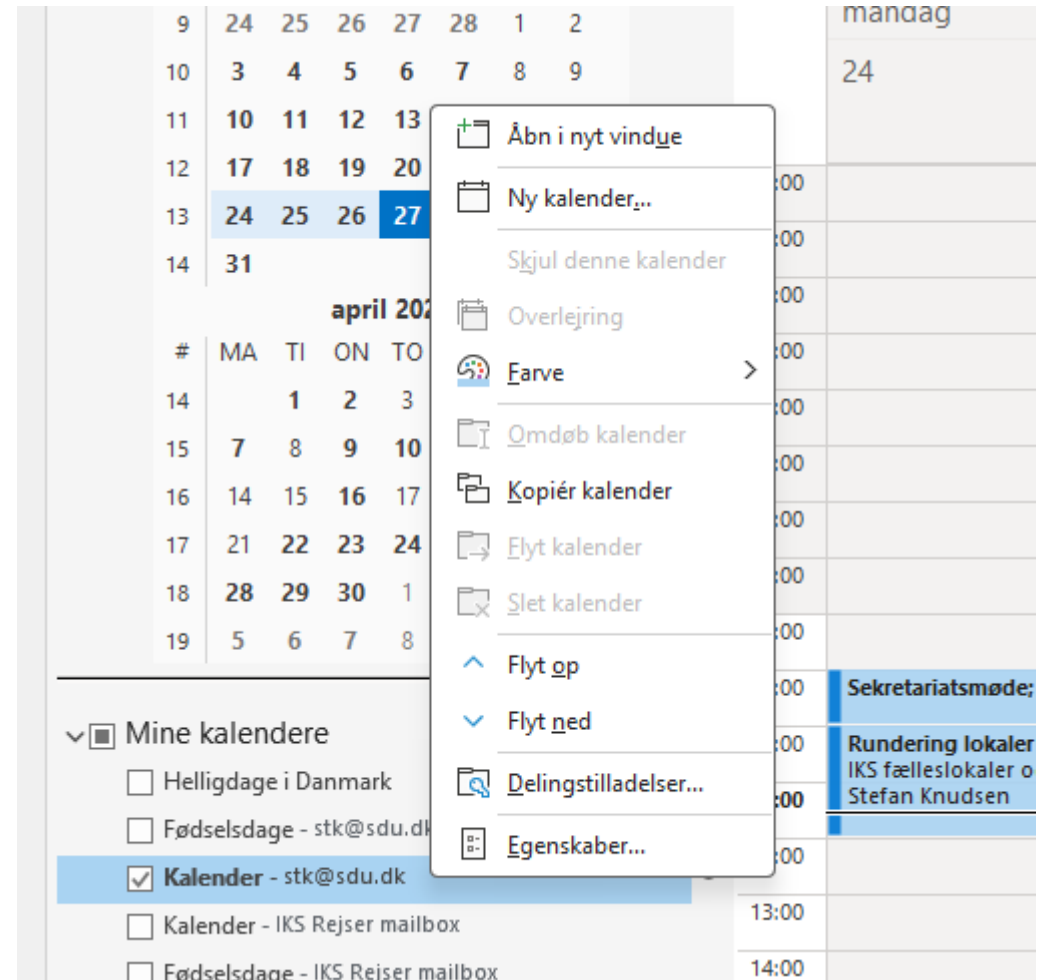
Staff calendars must be partially open to colleagues:

- In Outlook, the setting should be **"Can view titles and locations"** (Kan se titler og placeringer)
- All colleagues will then be able to see the time, place and title for the appointment
- Colleagues will not be able to see details such as participants and attachments
- If you use your calendar for personal appointments as well. You may tick the private padlock. This means that colleagues will only see that you are unavailable



Setting up your calendar

- 1) Open your calendar
- 2) Right click on your calendar in the left menu
- 3) Select 'properties' ('egenskaber')



Setting up your calendar

- 1) Open your calendar
- 2) Right click on your calendar in the left menu
- 3) Select 'properties' ('egenskaber')
- 4) Click on 'permissions' ('tilladelser')
- 5) Change to 'Can view titles and locations' for 'MyOrganization'

The screenshot shows the 'Egenskaber for Kalender' (Calendar Properties) dialog box with the 'Tilladelser' (Permissions) tab selected. The 'Deler i øjeblikket med:' (Sharing with:) section contains a table with two columns: 'Navn' (Name) and 'Tilladelsesniveau' (Permission level). The first row shows 'My Organization' with the permission level 'Kan se titler og placeringer' (Can view titles and locations), which is highlighted in blue. Below the table are 'Tilføj...' (Add...) and 'Fjern' (Remove) buttons. The 'Tilladelser' (Permissions) section below has a note: 'De ændringer, du foretager i disse tilladelser, vil være gældende for alle i din organisation.' (The changes you make to these permissions will be valid for everyone in your organization.) It lists five options with radio buttons: 'Ingen' (None), 'Kan se, når jeg er optaget' (Can see when I am busy), 'Kan se titler og placeringer' (Can view titles and locations), 'Kan se alle detaljer' (Can view all details), and 'Kan redigere' (Can edit). The 'Kan se titler og placeringer' option is selected. At the bottom are 'OK', 'Annuller' (Cancel), and 'Anvend' (Apply) buttons.

Navn	Tilladelsesniveau
My Organization	Kan se titler og placeringer

Tilladelser

De ændringer, du foretager i disse tilladelser, vil være gældende for alle i din organisation.

☐ Ingen

☐ Kan se, når jeg er optaget

☒ Kan se titler og placeringer

☐ Kan se alle detaljer

☐ Kan redigere

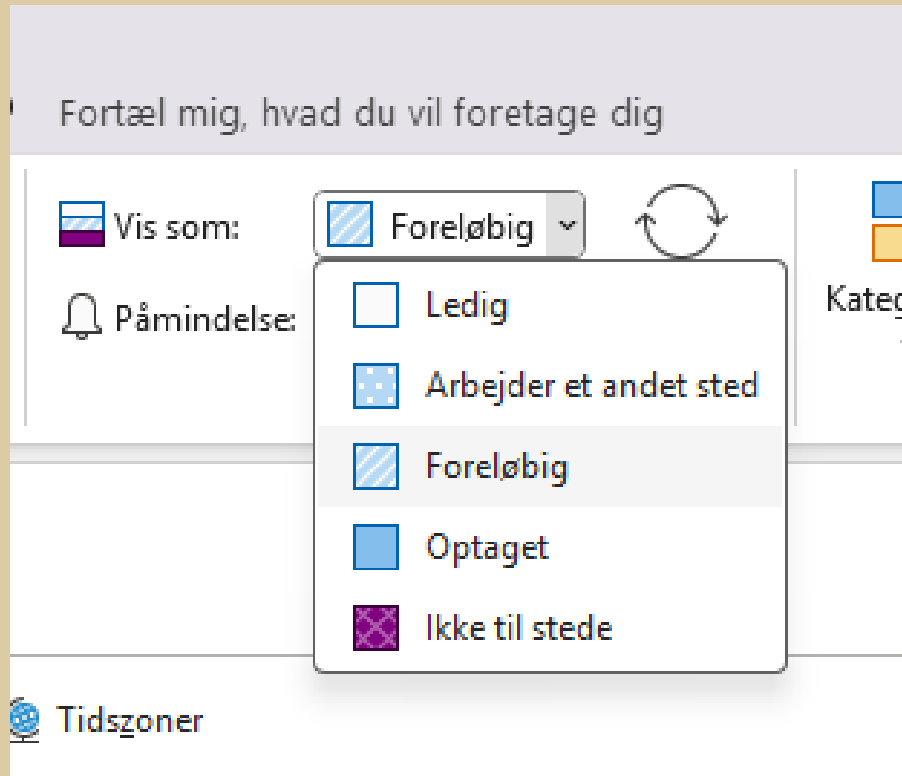
Reserve time to do tasks

You can use the Outlook Calendar to reserve time to complete certain tasks.

To ensure flexibility and to make it easier for others to arrange meetings, please make sure to indicate whether a reservation is for a meeting or for a task for yourself:

- When naming the reservation, please write "OPG" or "TASK" followed by your description. Example: "TASK: complete the APV survey"
- Adjust the availability status to 'Tentative' (foreløbig) or 'Free' (ledig)



This way you can signal to others that they may book you for meetings, but still keep a reminder to yourself





Indicate your place of work


- In Outlook, the default setting is that you are working at SDU.
- If you are working remotely, travelling or attending meetings out of office, please make sure to note this in your calendar as this will make it easier for colleagues to organize physical or online meetings
- Make sure to regularly update your calendars as you change your working plans

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Vis konto 

 Tilgængelig >

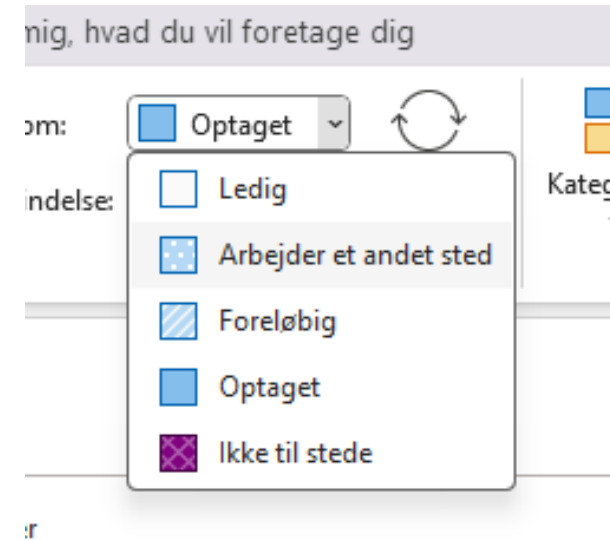
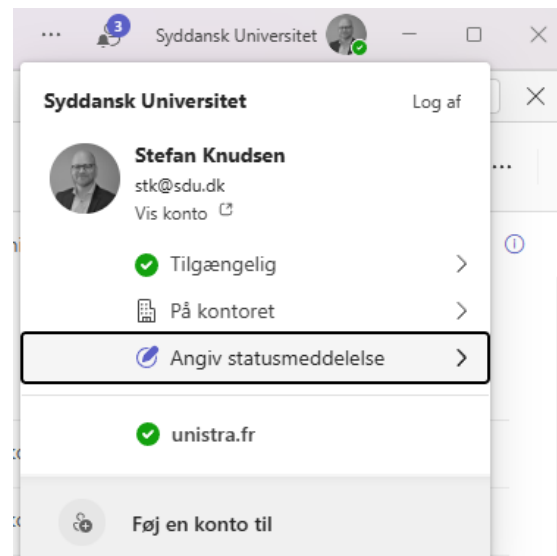
 **Arbejder eksternt** >

 Angiv statusmeddelelse >

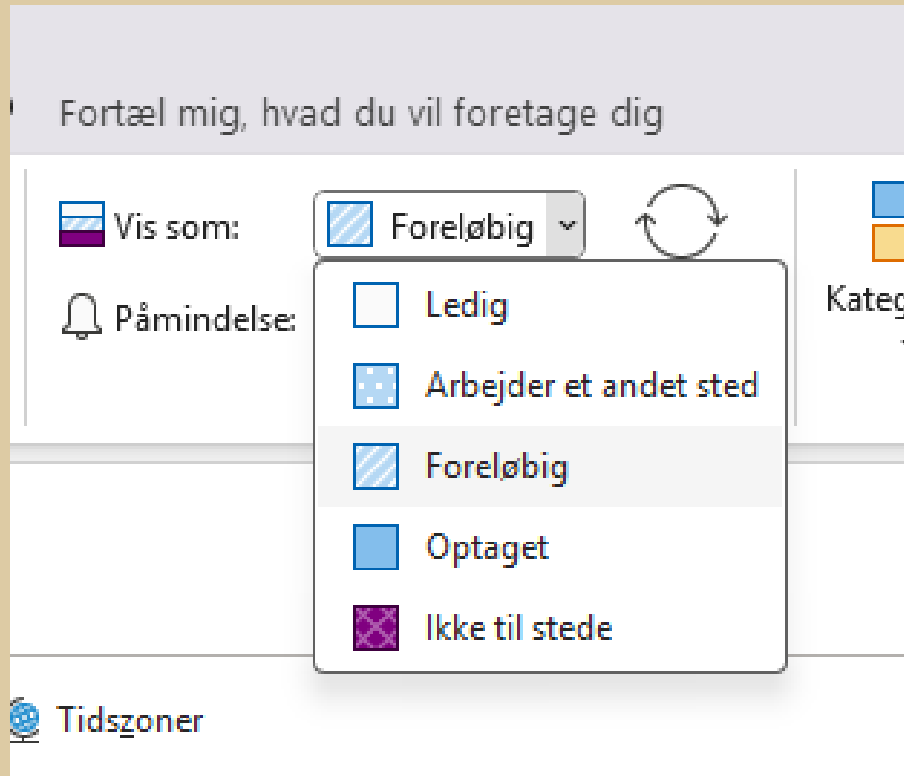
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10	11	12	13	14
	Kolding		Arbejder hjemme	Opf. kurser Christina/Stefan
		Vejledning		
Kursus: System- og dataanalyse Louise	System- og dataanalyse SDU-ic SDU		Kursus i (online) for Teams Primær	Kaffe & Kompel
	HUM-digital I			

Indicate your place of work

- If you are working from another location than your regular office, create an appointment for the specific time slot and name it 'Working from Home/Slagelse/DIAS etc.'
- Adjust the availability to 'Working Elsewhere' (Arbejder et andet sted)
- This setting will indicate that you are available for online meetings
- Please also indicate your location in MS Teams when working remotely



Show when you are on holiday...



- Please create appointments for your holidays as well
Example "Holiday / out of office"
- Adjust your availability to 'Out of office' (Ikke til stede)

