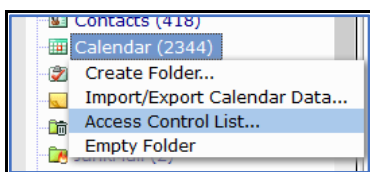
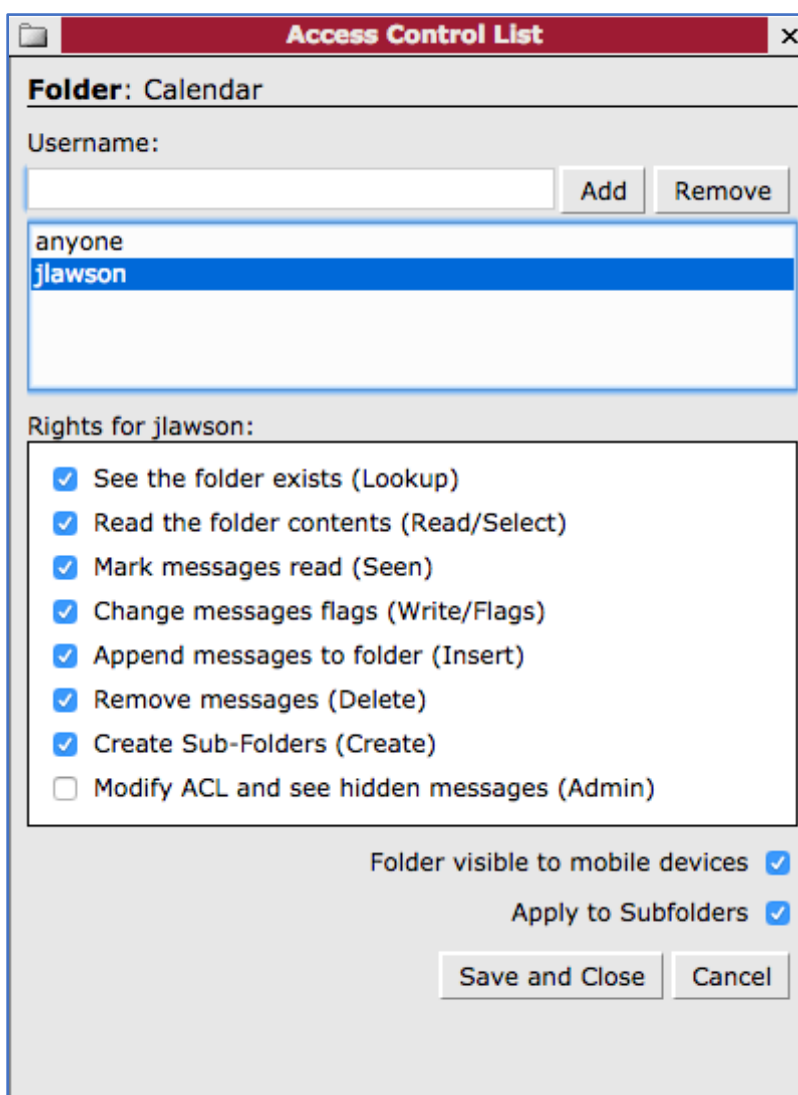


How to Check Imail Calendar Access

1. Log into imail using a web browser like Firefox, Chrome or Internet Explorer.
2. Right click Calendar in the folder list, then click Access Control List...



3. You'll see a dialog box that looks like this:



4. Click on each username that appears in the list. Use the chart below to record access:

Calendar Name						
Access Rights for	Record the usernames in your Access Control List, then select the access options.					
See the folder exists (Lookup)						
Read the folder contents (Read/Select)						
Mark messages read (Seen)						
Change messages flags (Write/Flags)						
Append messages to folder (Insert)						
Remove messages (Delete)						
Create Sub-Folders (Create)						
Modify ACL and see hidden messages (Admin)						

5. After you've recorded the access, click Cancel to close this window so that you don't accidentally make changes to your current security settings.