

## Setting up calendar delegation

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How to set up calendar delegation in Kerio's web interface

Open your web browser

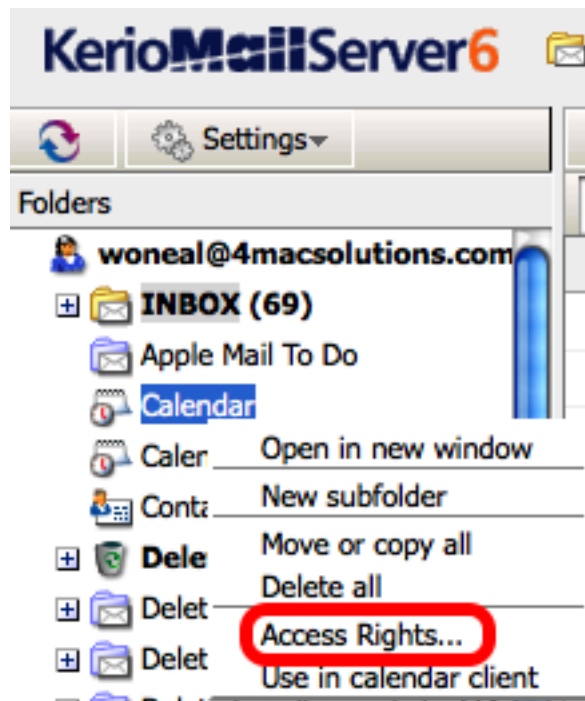


The image shows the login page for Kerio Mail Server 6 WebMail. The page has a dark blue background with white text. At the top, it says "Kerio Mail Server 6™ WebMail". Below that, it asks the user to "Enter your Username and Password below to login to your mailbox:". There are two input fields: one for "Username:" and one for "Password:". Below the input fields, it says "WebMail mode:" and offers two options: "Full-featured (for fast/LAN connections)" with a selected radio button, and "Simplified (for slow connections)" with an unselected radio button. At the bottom, there is a "Login" button.

[Integration with Mac](#) | [Recommended browser settings](#)

and go to <https://mail.yourcompany.com>, and log in with your email username and password

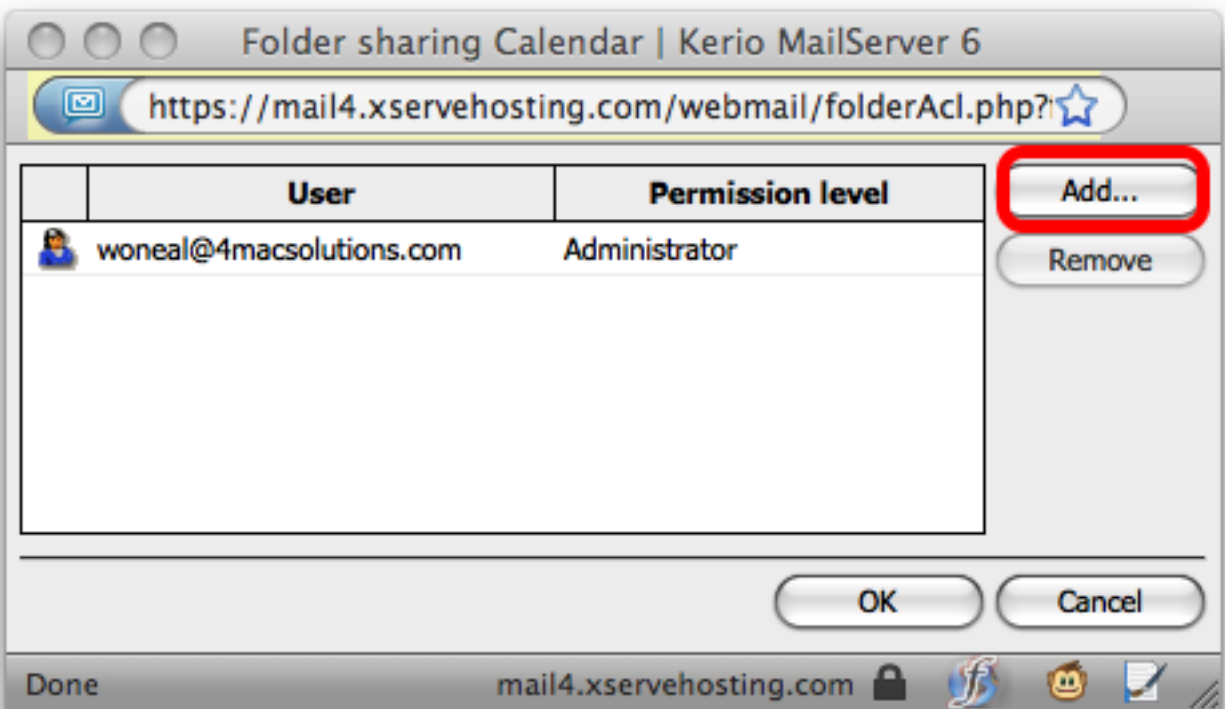
Right (control-click for single button mouse) click on Calendar



and choose Access Rights...

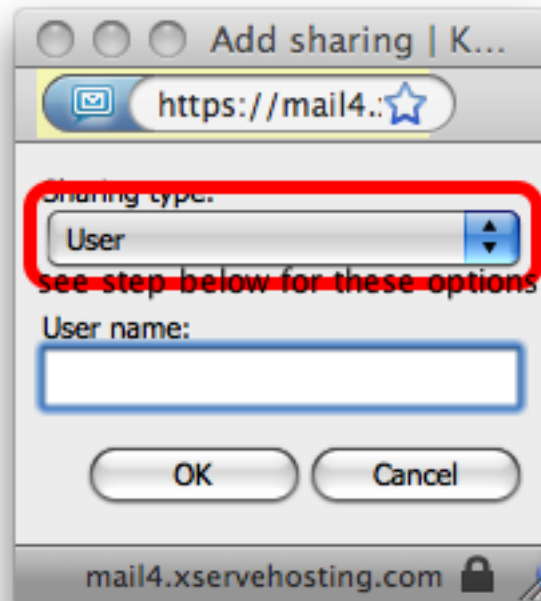
If you have folders that are inside of your Inbox, you may have to scroll down to see your Calendar

The Calendar Sharing window opens



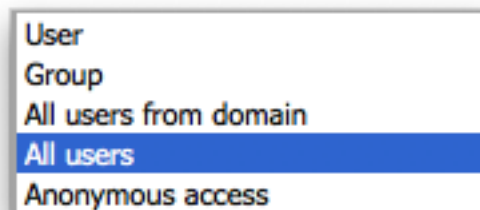
Click Add to see the Sharing menu

## Sharing menu



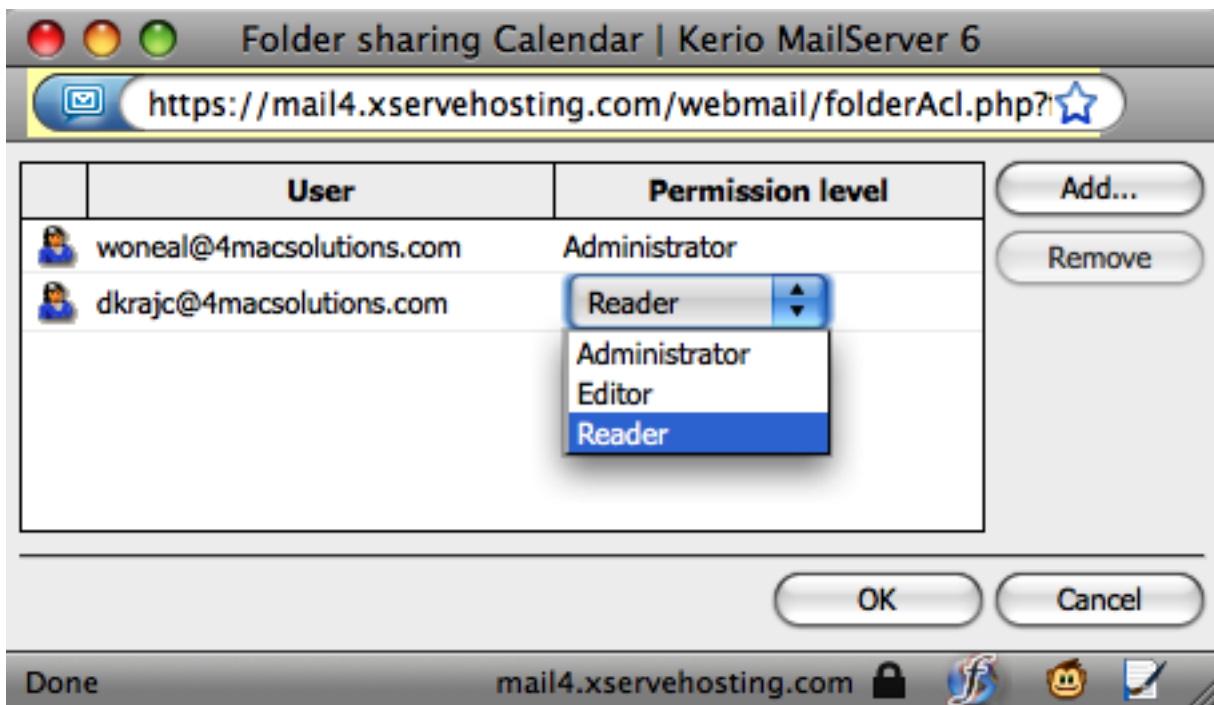
This is where you add a particular user to your delegate list. Enter the users email address (partial is ok, it will fill in the domain for you). It only works for users on your domain (they have to have the same @company.com on the end)

## Additional options



If you want to grant access to a group, all users from your domain, all users on the server (not applicable for single domain mail servers, and that most likely means yours!). If you are on a shared server, be careful allowing All users access to your calendar, and also be careful allowing Anonymous access.

## Setting sharing rights



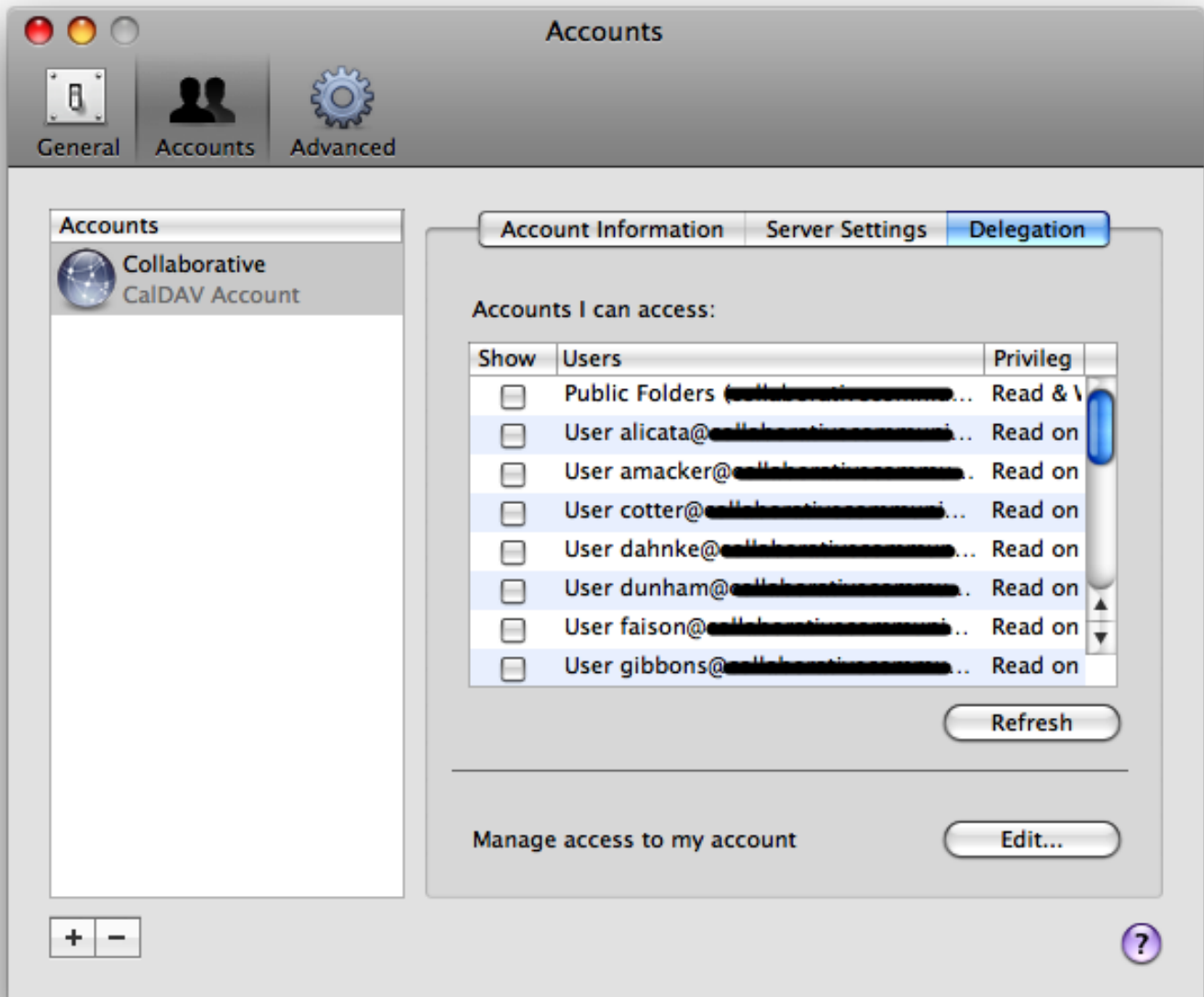
Once you have added the potential delegates User name, you are returned to this window. Here is where you set the type of access you want them to have.

Reader: Read only access. The user can see, but not change, your calendar.

Editor: Read and Write access. The user can see and make changes to your calendar.

Administrator: Read and Write access, as well as set sharing options for your calendar.

## Open iCal's Preferences



Choose Accounts -> Delegation.

You will see all of the users who have granted you access to their calendars. Select the checkbox next to the ones you want to see ALL of the time. You can see other users by selecting them in the Window menu.

## Download this lesson

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