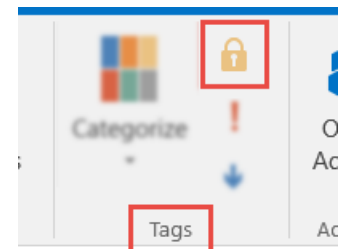# OUTLOOK: PRIVATE APPOINTMENTS

Scenario: You are sharing your calendar with a colleague. You have given them permission to see your appointments – all (Full) details.
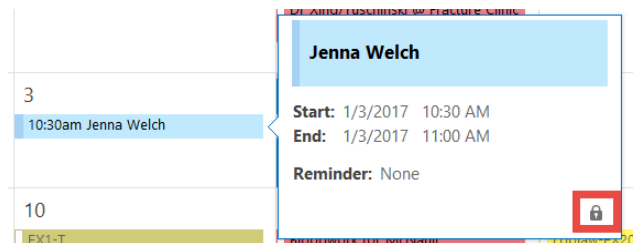
However, you are making an appointment that you would like to keep private – so your colleague cannot see anything but the title of the appointment.

Solution: Leave their permission level alone – just mark *this* appointment as PRIVATE.

1. Create the appointment that you want to keep private.
2. If you are *inside* the appointment window:
     a. Make sure the APPOINTMENT tab is selected.
     b. In the TAGS section (near the end of the ribbon) – click the PRIVATE button.
     c. SAVE & CLOSE the appointment.
3. If you have already made the appointment and are simply looking at it in Calendar view:
     a. Select the appointment – by clicking it once.
     b. That will automatically cause the CALENDAR TOOLS – APPOINTMENT tab to be selected.
     c. In the TAGS section (near the end of the ribbon) – click the PRIVATE button.
     d. That's it – no need to re-save the appointment.
4. Looking at your own calendar, you will only be reminded that you marked an appointment as Private – if you hover over it; the pop-out that appears (shown here) will show a lock icon at the bottom-right.
5. Anyone with whom you share your calendar will only see PRIVATE APPOINTMENT (shown here) for any appointment that you marked private – regardless of what sharing permissions you have given them.