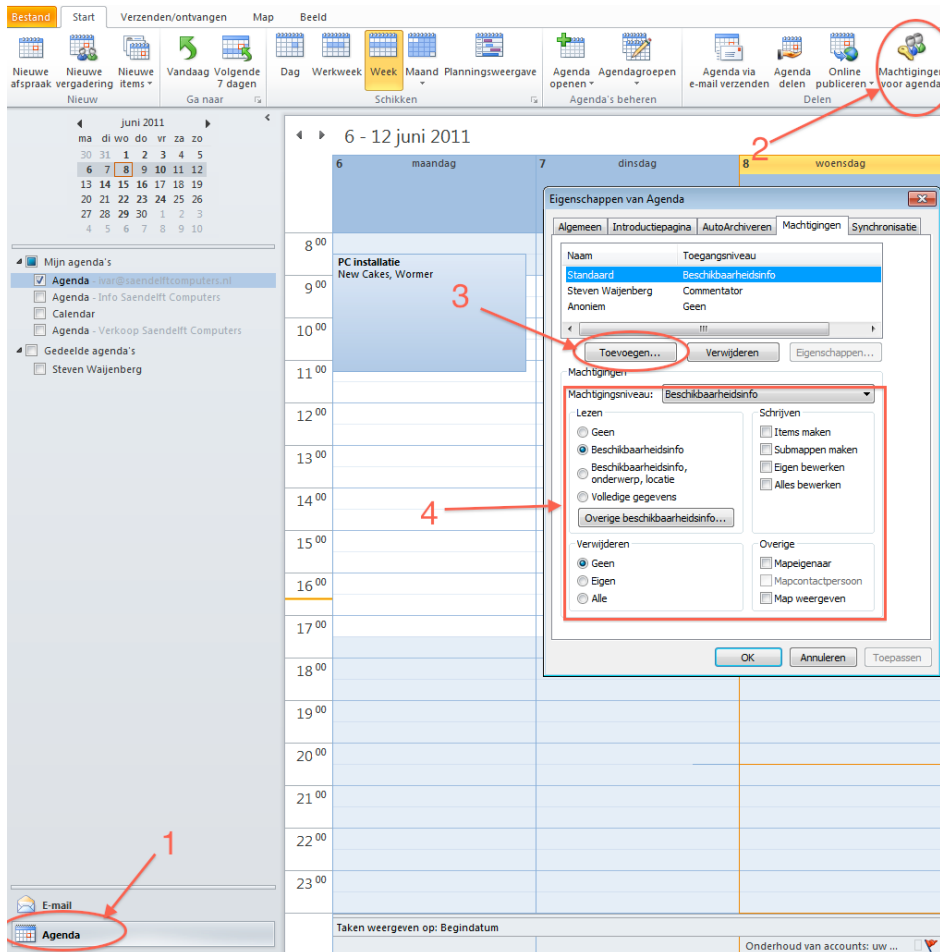


## Outlook 2010 Agenda machtigingen aanpassen

1. Open je eigen agenda
2. Klik in de balk op Machtigingen voor agenda.
3. Kijk of de bewuste persoon hier al vermeld staat of voeg deze toe.
4. Vink “ Volledige gegevens” aan en klik OK.



The screenshot shows the Outlook 2010 interface. The 'Agenda' icon in the bottom-left corner is circled in red and labeled '1'. The 'Machtigingen voor agenda' icon in the top-right ribbon is circled in red and labeled '2'. A calendar view for June 6-12, 2011, is shown with a blue event titled 'PC installatie New Cakes, Wormer' on Monday, June 6. This event is labeled '3'. The 'Eigenschappen van Agenda' dialog box is open, showing the 'Machtigingen' tab. The 'Machtigingsniveau:' dropdown is set to 'Beschikbaarheidsinfo'. The 'Volledige gegevens' radio button is selected and labeled '4'. Other options include 'Geen', 'Beschikbaarheidsinfo, onderwerp, locatie', and 'Overige beschikbaarheidsinfo...'. The 'Schrijven' section has 'Items maken' checked. The 'Verwijderen' section has 'Geen' selected. The 'Overige' section has 'Mapcontactpersoon' and 'Map weergeven' checked. Buttons for 'OK', 'Annuleren', and 'Toepassen' are at the bottom.