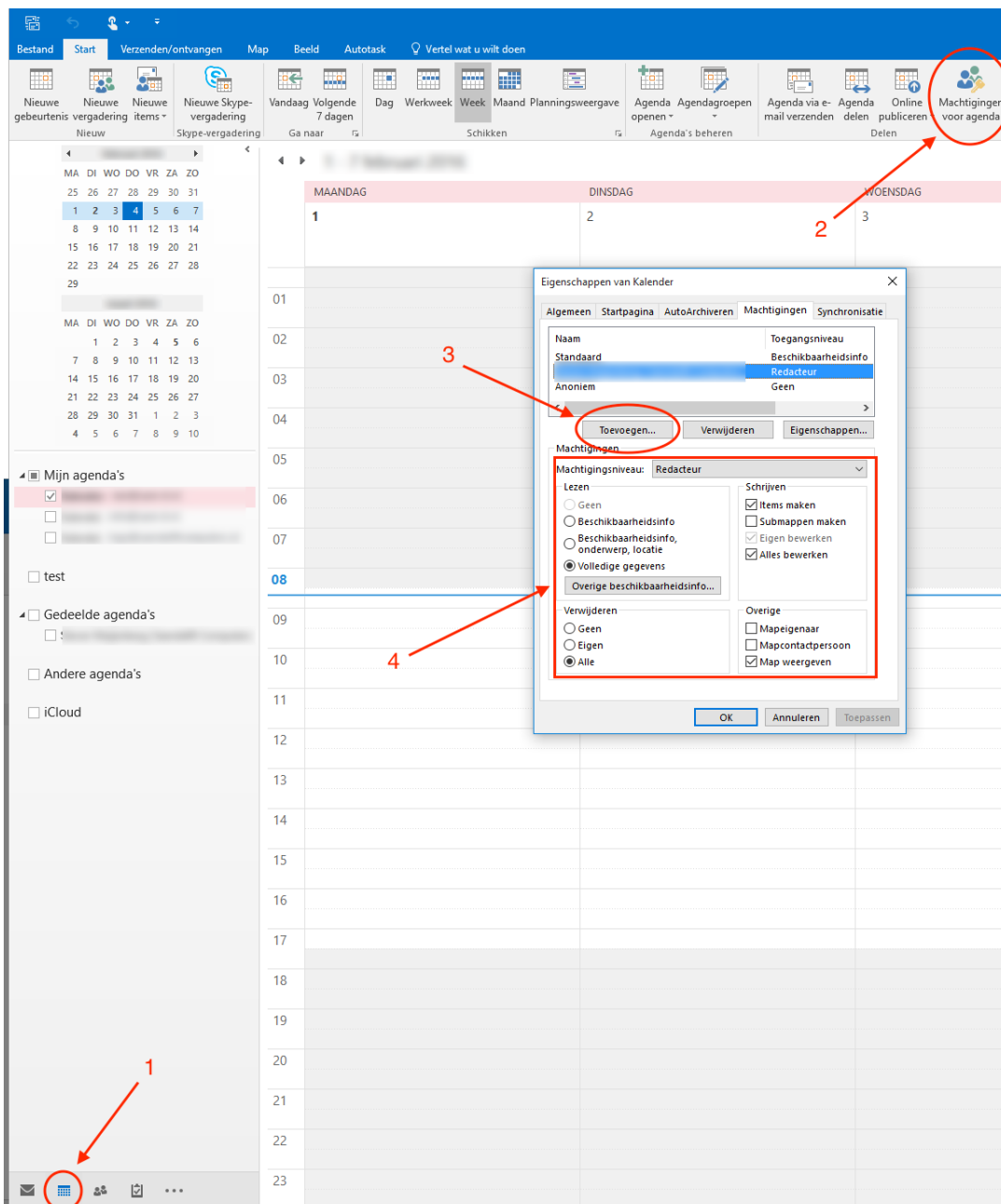


Outlook 2016 Agenda machtigingen aanpassen

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 2016 calendar interface. The 'Machtigingen voor agenda' button in the top right ribbon is circled in red and labeled with a red arrow and the number 2. The 'Eigenschappen van Kalender' dialog box is open, showing the 'Machtigingen' tab. The 'Toevoegen...' button in the 'Machtigingen' section is circled in red and labeled with a red arrow and the number 3. The 'Volledige gegevens' radio button in the 'Machtigingsniveau' section is circled in red and labeled with a red arrow and the number 4. The calendar icon in the bottom left corner is circled in red and labeled with a red arrow and the number 1.