Page Permissions have been set for view and edit permissions. This manual will show how to set a calendar where the users that have access can add an event to the calendar; and in return an email is sent to an individual to approve the event before being added to the calendar.

First permission must be given to individual responsible for approving event.

- Click on the bar behind the calendar

- Click Calendar Tab
- Click ‘List Settings’

- Under Permissions and Management
  - Click ‘Permissions for this list’ (Need to set who is going to approve the content posted)
• Click ‘Stop Inheriting Permissions’
• Click ‘OK’

• Click ‘Grant Permissions’
• Type in name/names of approver/approvers
• Click ‘Show Options’
• Uncheck ‘Send an email invitation’
• Select Permission Level ‘Full Control’
• Click ‘Share’

The individual added will now show up in the list with Full Control permission level. This is the owner of the calendar and the person who will approve events added to the calendar. Anyone with Full Control such as the School Site Admin can also approve.

• Click on Admin Sub Site Page
• Click on bar>Calendar Tab>List Settings
• Under General Settings click ‘Versioning settings’
Now the individual approving/rejecting event needs to go to the calendar app and set an alert to receive an email when a new event is added.

- Click on the bar
- Click on the Calendar Tab
- Click ‘Alert Me’ on the Ribbon Bar
• Click ‘Set alert on this list’
• Title ‘Alert’
• Select ‘Change Type’
• Select ‘Someone else changes an event’
• Select when to send alert and optional time if user does not select send notification immediately

![Alert settings interface with highlighted options]

- Title ‘Alert’
- Your name is here
- Change to ‘Someone else changes an event’
- Decide change type – All Changes
- Select when to send alert and time
How does it work?

• Users add events and see message

![Admin Calendar](image1)

• Email Alert is sent to Approver
• Click on View ‘Title of Event’

![Test Event Added](image2)
- Event will Open
- Click ‘Approve/Reject’ in the Ribbon Bar or Edit Item
- New page opens to either approve, reject, and add comments
- Click ‘OK’