

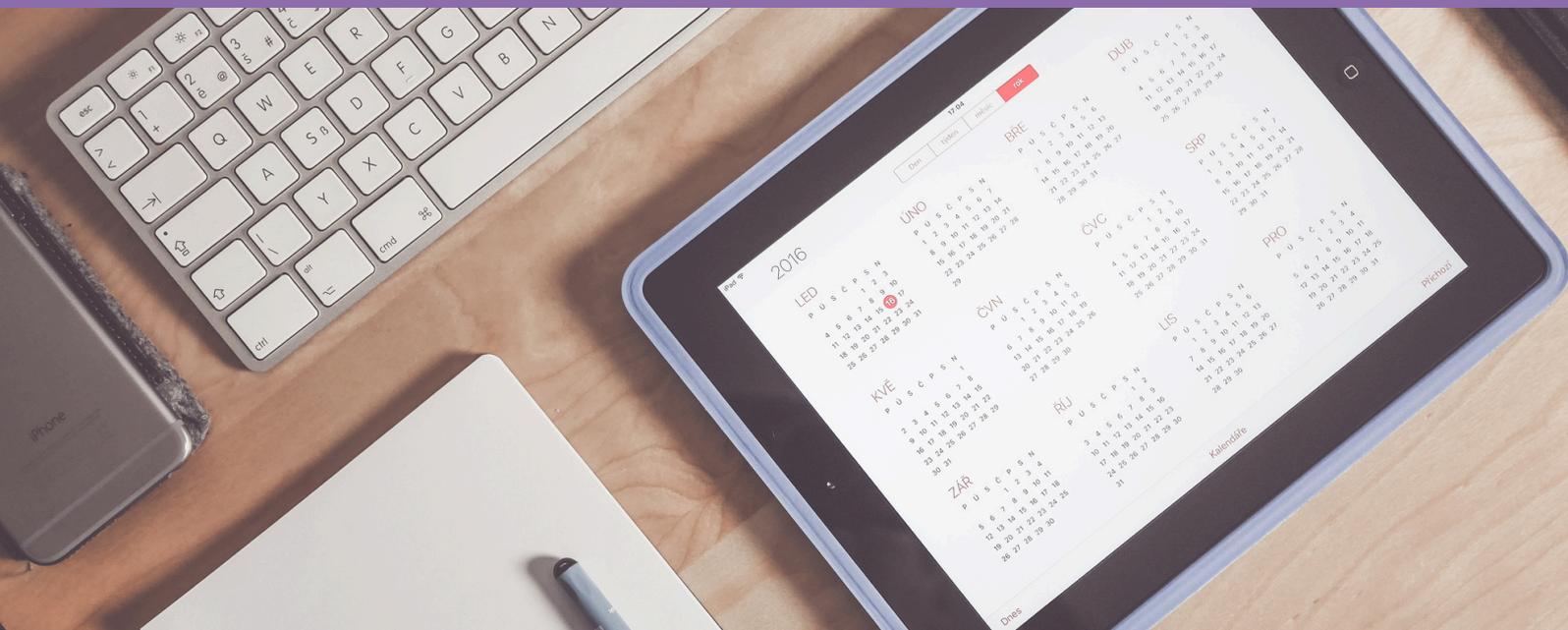
# SETTING DEFAULT CALENDAR PERMISSIONS FOR ALL USERS VIA POWERSHELL



A SIMPLE GUIDE BY



Company reg no: 07550944  
VAT: GB 110 5614 54



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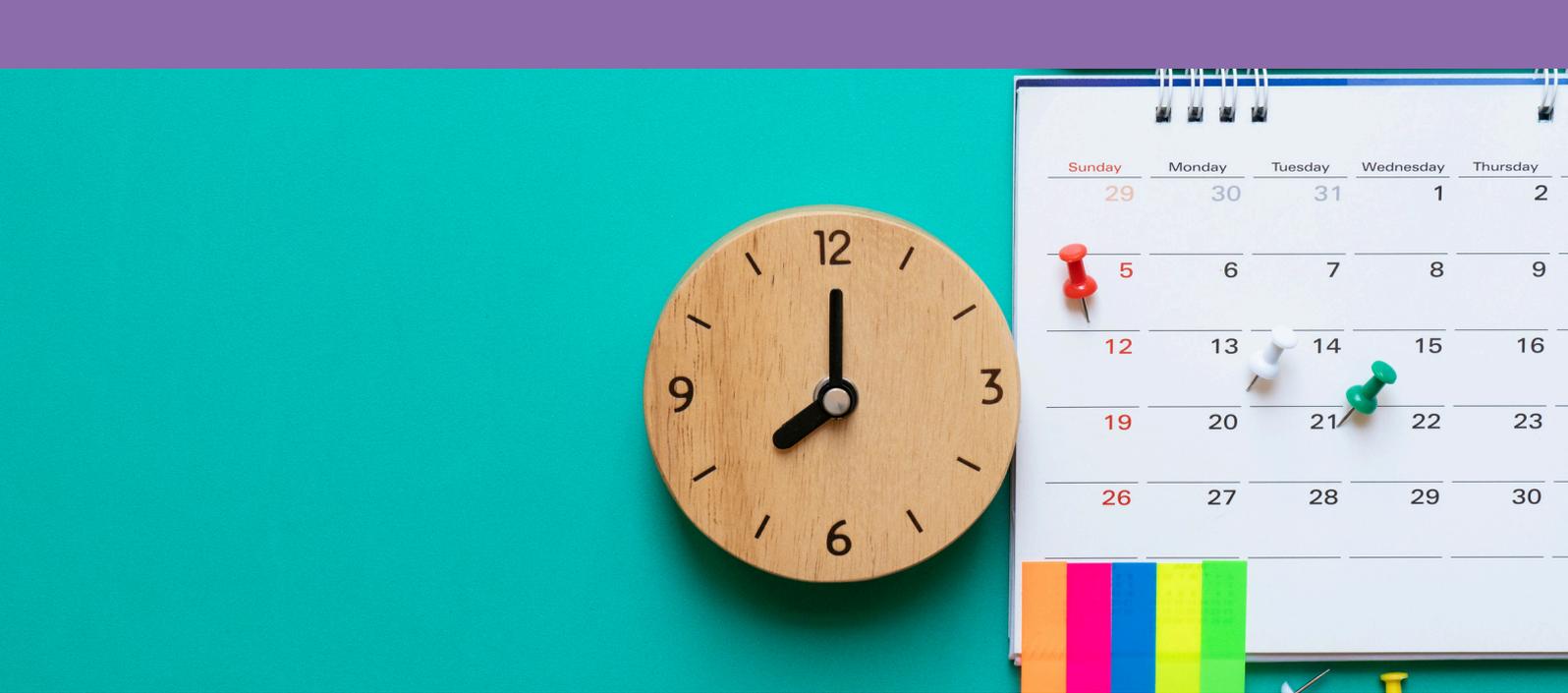
For businesses, one common annoyance is users not being able to see each other's Outlook calendar availability. By default, Microsoft 365 limits how much calendar detail is visible internally, making it harder to schedule meetings or collaborate effectively. The result? Endless “when are you free?” emails.

Thankfully, you can resolve this across your organisation with a single PowerShell script. This is a one-time change, but be aware: it only applies to existing users. Any new staff added later will need the same permissions applied manually or by rerunning the script.

This guide walks you through how to do it simply and safely.



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# WHAT YOU'LL NEED

Before getting started, make sure you have:

1. Microsoft 365 admin rights
2. PowerShell installed
3. Exchange Online PowerShell module available



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# HOW TO - STEP BY STEP

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## I Install the Exchange Online PowerShell Module.

Run this in PowerShell (as Administrator) if the module isn't already installed:

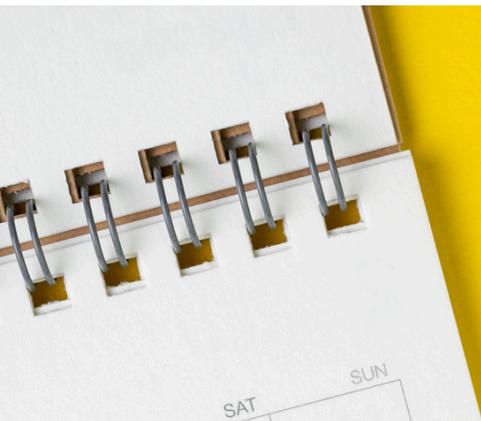
```
Install-Module -Name ExchangeOnlineManagement
```

Accept any prompts to install NuGet and trust the repository.

## II Connect to Exchange Online

Replace the email address below with your Microsoft 365 admin login:

```
Connect-ExchangeOnline -UserPrincipalName  
youradmin@yourdomain.co.uk
```



### III

## Set Default Calendar Permissions

This command updates the calendar permissions for every existing user, allowing others in your organisation to view event details (except for private items):

```
Get-Mailbox -ResultSize Unlimited -RecipientTypeDetails
UserMailbox | ForEach-Object {
    Set-MailboxFolderPermission -Identity
"$($_.PrimarySmtpAddress):\Calendar" -User Default -
AccessRights Reviewer
}
```

You can change Reviewer to:

- AvailabilityOnly – which will display free/busy times only
- LimitedDetails – which will display event title and location

Important: This only affects users currently in your Microsoft 365 tenant. Any new users added later will have the default (restricted) settings, unless you run the script again for them.

### IV

## Disconnect from Exchange Online

Finish up by disconnecting your PowerShell session:

```
Disconnect-ExchangeOnline
```

We hope you found our guide helpful.

If you need any further help,  
get in touch!

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