

HUMAN RESOURCES MEMORANDUM 26-002	DATE ISSUED: 1/8/2026
SUBJECT: Microsoft Outlook Calendar Standards	REFERENCE: None
TO: All Department of General Services Employees	SUPERCEDES: ITP-01: Calendar Availability Policy

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Purpose

The purpose of this memorandum is to inform Department of General Services (DGS) employees about the Calendar Availability Standards and to establish a consistent approach to calendar appointment visibility across all DGS staff.

Calendar View Settings

The default calendar availability setting for DGS employees is Free/Busy, Subject, Location. **Employees must not change their calendar view settings unless explicitly authorized by their Deputy Director or designee.**

When to Mark a Meeting Private

- Meetings should be marked as Private when the subject line or content includes confidential or sensitive information, such as:
 - Medical appointments
 - Personnel-related matters
 - Any other confidential topics

How to Mark a Meeting Private

- To designate a meeting as private:
 - Open the calendar event
 - Click the lock icon () labeled Private in the toolbar
 - Save the event

Note: If the meeting is part of a recurring series, you must open the entire series to apply the privacy setting.

Handling Meeting Requests

- When you receive a meeting request (internal or external):
 - Review the subject and content.
 - If it contains confidential information, open the meeting request and mark it as Private using the steps above.
 - You may need to reach out to the meeting organizer indicating that the content or attachments contain sensitive or confidential material that needs to be marked as private so that other participants may avoid sharing sensitive or confidential information.

Definition of Key Terms

- DGS Employees:
 - Full/part time employees, retired annuitants, student assistants, volunteers, contractors, consultants, and any individual who has access to state information assets under the oversight of the Department of General Services.
- Default Calendar Exceptions:
 - All employees within the:
 - Executive Office (EO)
 - Office of Legal Services
 - Office of Administrative Hearings (OAH)
 - Equal Employment Opportunity Office (EEO) and Constructive Intervention Unit (CIU), including the EPIC Deputy Director
 - Office of Human Resources (OHR), including the Administration Deputy Director
 - All current and future client agencies

Questions

Should you have any questions or need further guidance, please reach out to your supervisor.

Mary Sue Paul, Chief
Office of Human Resources