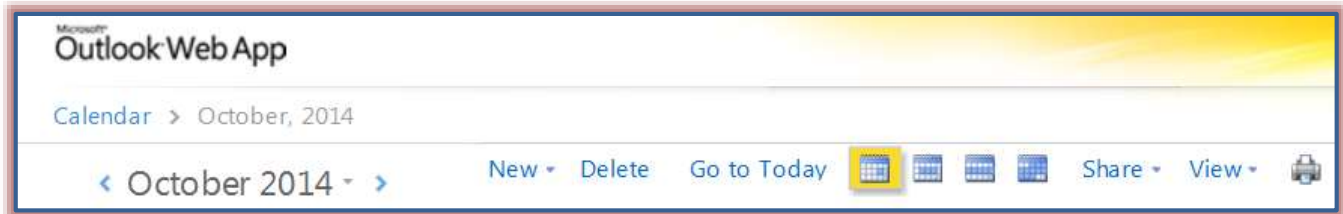


Calendar Sharing Permissions

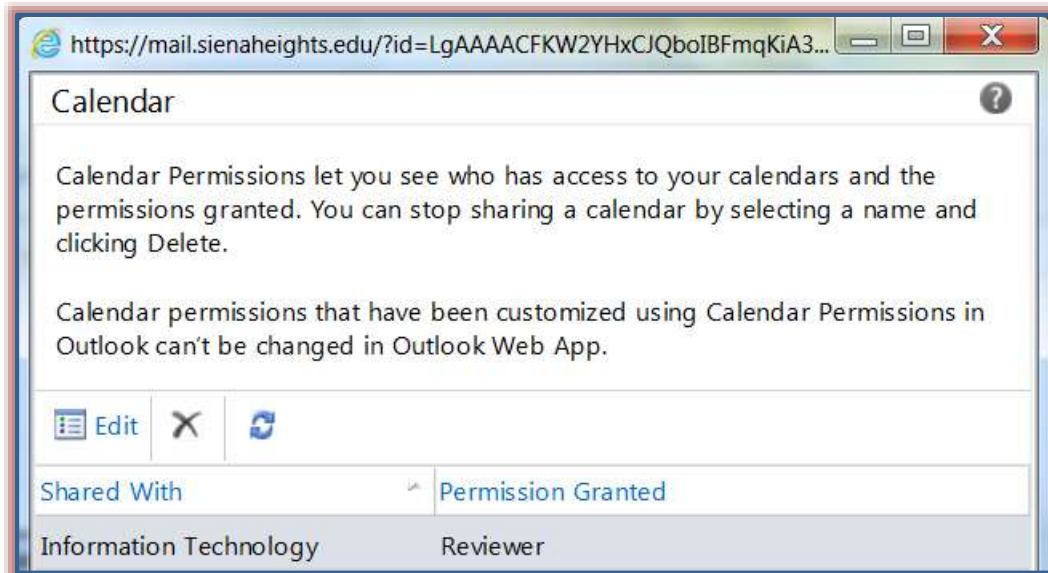
Once a Calendar has been shared with others, permissions granted at the time the Calendar was shared can be changed. Follow the steps in this document to change the Sharing Permissions.

Change Calendar Permissions

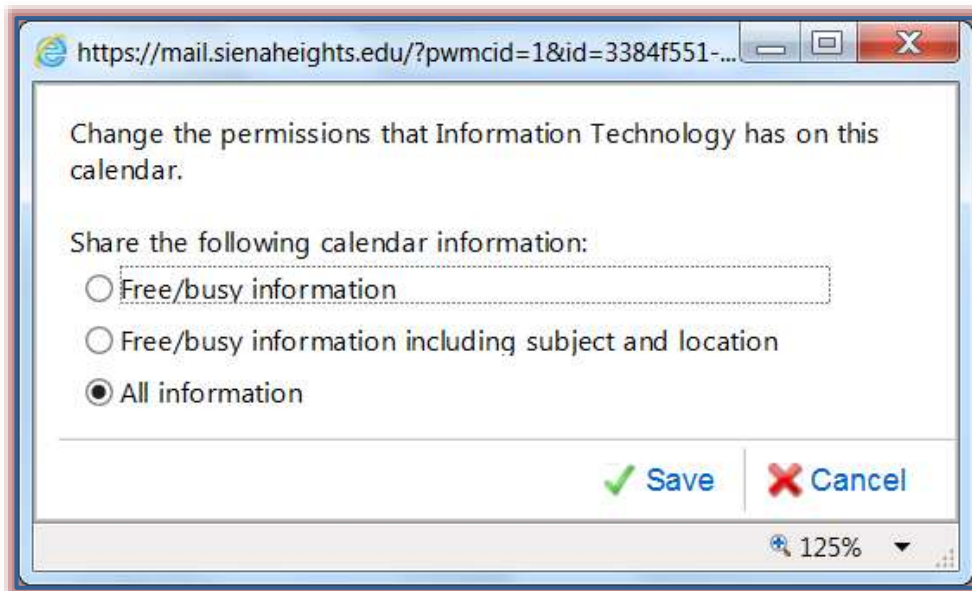
- ✚ Click the **Calendar** button in the **Navigation Pane**.
- ✚ Make the **Calendar** that was shared the active **Calendar**.
- ✚ Click the **Share** button on the **Calendar** toolbar (see illustration below).



- ✚ Click **Change Sharing Permissions**.
- ✚ The **Calendar Permissions** window will display (see illustration below).



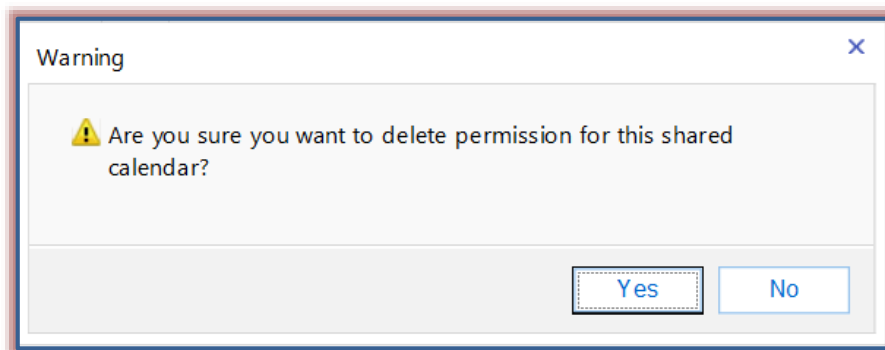
- ✚ Click the name of the person for whom the permissions are to be changed.
- ✚ Click the **Edit** button (see illustration above).
- ✚ The **Change Calendar Permissions** window will display (see illustration on next page).
- ✚ Select the permissions for the selected person.
 - ✦ **Free/Busy Information** – When this option is selected, the person sharing the Calendar will only see when you are free or busy.
 - ✦ **Free/Busy Information Including Subject and Location** – Select this option to allow the person sharing the Calendar to view additional information about the Calendar.
 - ✦ **All Information** – This option will allow the person sharing the Calendar to see all the information stored in the Calendar.
- ✚ Click **Save** to save your changes and return to the **Sharing Permissions** window.
- ✚ Click the **Close** button in the upper right corner of the window to **Close the Calendar Permissions** window.



Stop Sharing Calendar

To stop sharing the calendar with someone:

- ✦ Click the **Calendar** button in the **Navigation Pane**.
- ✦ Click the **Share** button on the **Calendar** toolbar (see illustration above).
- ✦ Click **Change Sharing Permissions**.
- ✦ The **Calendar Permissions** window will display.
- ✦ Click the name of the person you want to stop sharing your calendar with.
- ✦ Click the **Delete** button.
- ✦ A **Warning** message will appear as shown in the illustration below.



- ✦ Click **Yes** to confirm that you want to delete that person from the list
- ✦ Click **No** to cancel the deleting of the permissions.
- ✦ Click the **Close** button in the upper right corner of the window to **Close the Calendar Permissions** window.