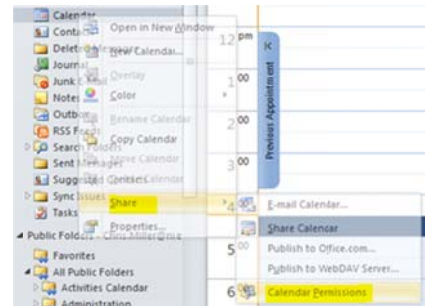


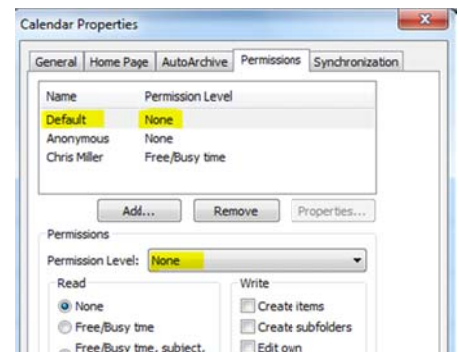
Revoke or change other people's access to your Outlook's calendar folders

1. Locate **Calendar** which resides within the left navigational panel. Then right-click on the calendar folder for which you wish to change permissions.
2. Select > Share > Calendar Permissions.



Do one of the following:

- a. Revoke or change access permissions for everyone
 - i. Select the permissions tab and ensure that **default** is highlighted.
 - ii. Choose a selection from the permission level list. Select *None* to revoke permissions or choose any of the other options to change permissions.
 - iii. Select Apply and then Ok to complete the process.



- b. Revoke or change permissions for one person
 - i. On the permissions tab, in the *Name* box, click the **name** of the person whose permissions you want to change.
 - ii. From the permission level list, click *None* to revoke permissions or any of the other options to change permissions.
 - iii. Repeat step 2 for each person whose permissions you want to modify.
 - iv. Select Apply and then Ok to complete the process.

