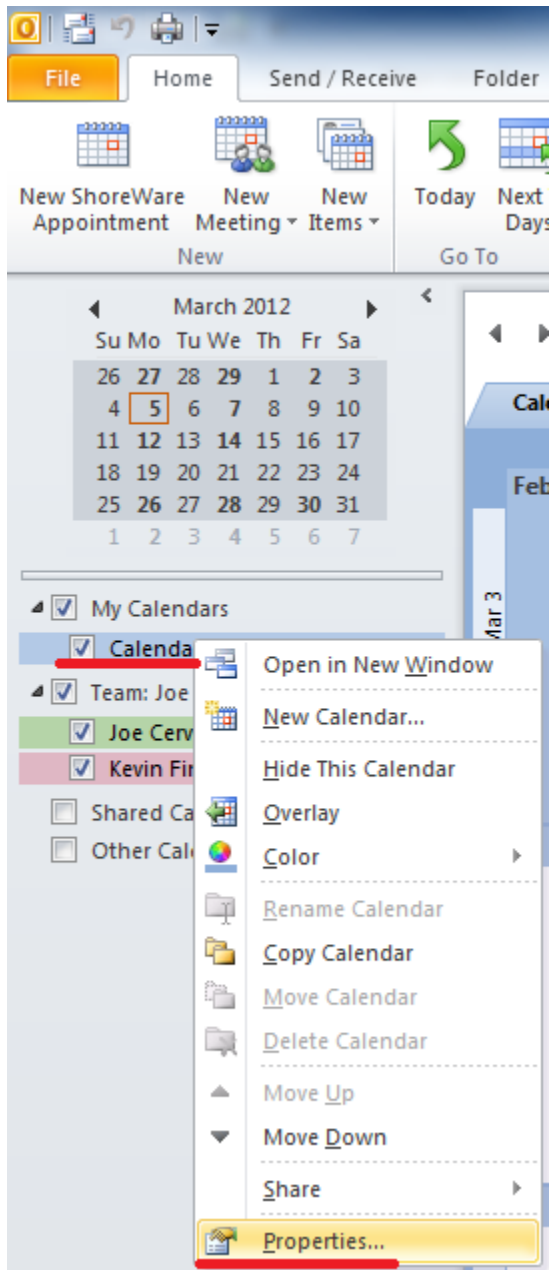


Team Calendar Permissions

In order for your teammates to see your calendar info you need to change the permissions first. If you don't do this, then your teammates will just see Free/Busy and not the exact information.

In Outlook, go to the Calendar page. Then right-click on your calendar and choose Properties.



Then choose the tab called Permissions and set the Default name to Permission Level: Reviewer

Click OK to finish.

