



File Home Send / Receive



New



New



New

Appointment Meeting

New

May 2019

SU	MO	TU	WE	TH	FR	SA
28	29	30	1	2	3	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
2	3	4	5	6	7	

My Calendars

Other Calendars

Shared Calendars

Reed Stephens

## Calendar Properties

General AutoArchive Permissions Synchronization

Currently sharing with:

Name	Permission Level
My Organization	Can view when I'm busy

4

Add...

Remove

## Permissions

Changes you make to these permissions will apply to all users in your organization.

- ☐ None
- ☒ Can view when I'm busy
- ☐ Can view titles and locations
- ☐ Can view all details
- ☐ Can edit

OK

Cancel

Apply

What to do



Manage Calendars

Search People

Address Book

Find

Search Calendar

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MON	TUE	WED	THU	FRI	SAT
30	31	1 9:0	2	3	4
	7	8	9	10 10:	11
13	14	15	16 11:	17	18
20	21	22	23	24	25
27	28	29	30	1	2