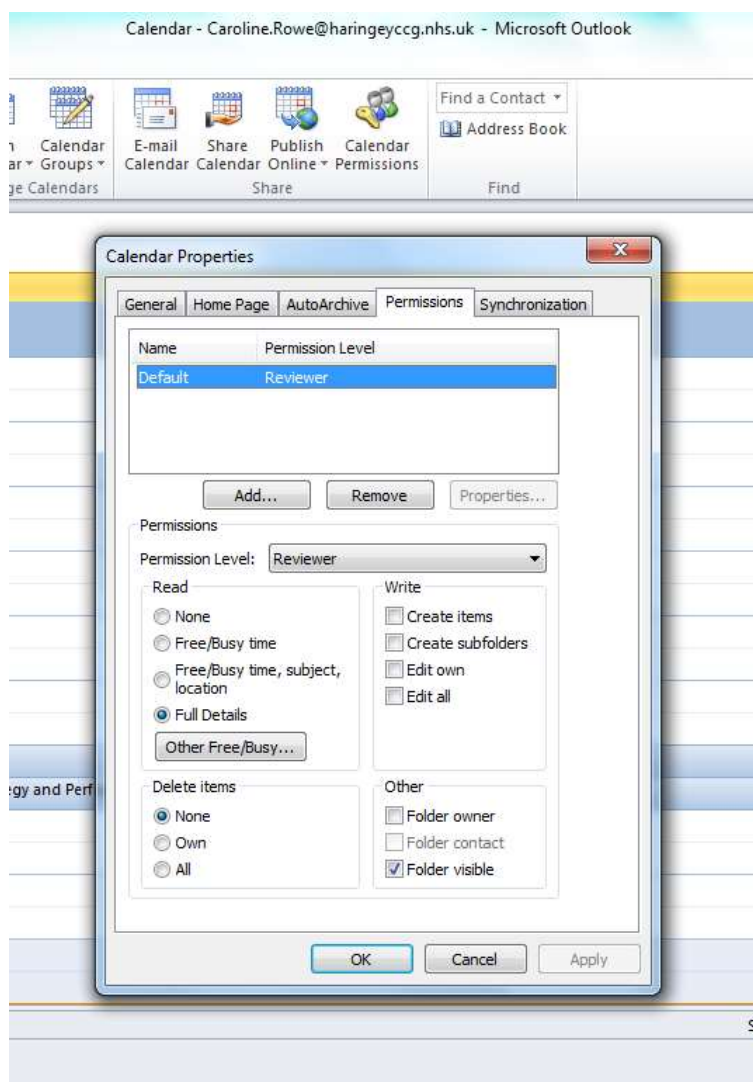


Changing the default permissions of your Outlook calendar

1. In 'Calendar', click 'Calendar Permissions'



2. In the box that appears, click on 'default' and change default permission level to 'Reviewer'. The other settings should look like the box in the image below:



3. Click 'Apply', then 'OK'.

NB. With these settings, people will not be able to see any meetings/events where you have ticked 'private'.