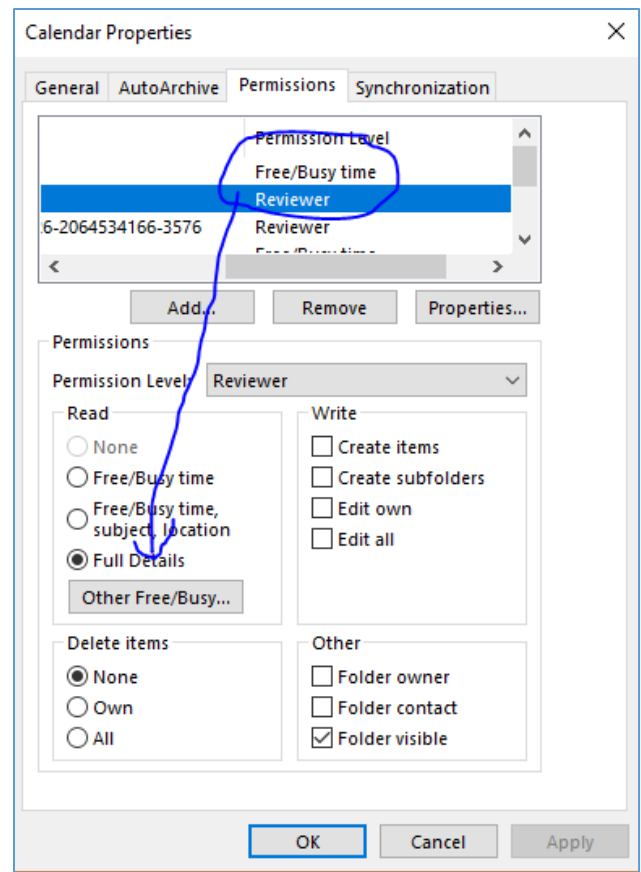
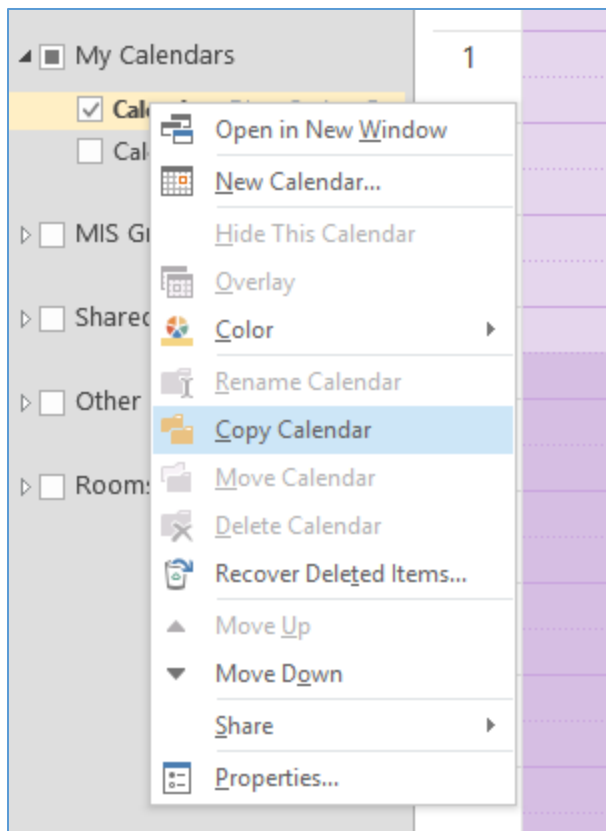
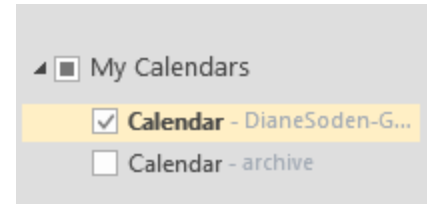




## What do you mean you can see too many details?

It has been brought to my attention that many people have a personal calendar setting that allows everyone to read the details on their Outlook Calendar. If you have the default setting at Reviewer then everyone will be able to read what is on your calendar. If you want to change this to just free/busy you can do the following. You will not be able to make these changes using the Web version. You will have to use Outlook.

1. Go to your Calendar and right click on your calendar.
2. Click on Properties and select the Permissions Tab



In this example Reviewer is selected and notice it gives full details. The item above is the setting for default, everyone else that you have not given special permissions to. Make the changes and then select OK.

If you have any questions feel free to call me at Ext. 7496.