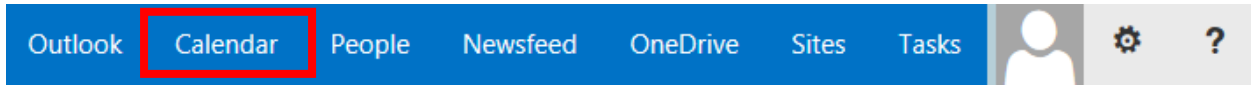
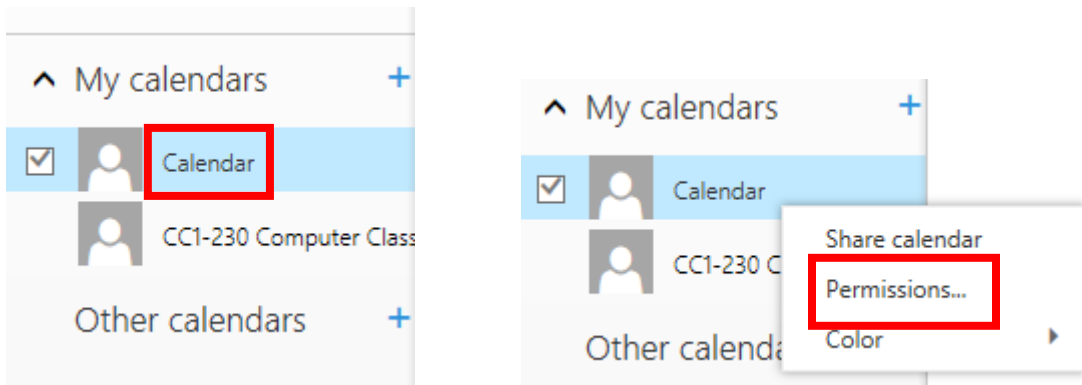


NOTE: THIS DOCUMENTATION IS FOR MODIFYING YOUR PERSONAL CALENDAR PERMISSIONS ONLY. PLEASE SUBMIT A HELPDESK TICKET TO CHANGE PERMISSIONS ON ANY AND ALL ROOM CALENDARS.

- [1] Using IE, log in to OWA (Office 365), with your account. <https://login.microsoftonline.com/>
- [1] Navigate to your **Calendar** in the upper right hand Navigation pane.



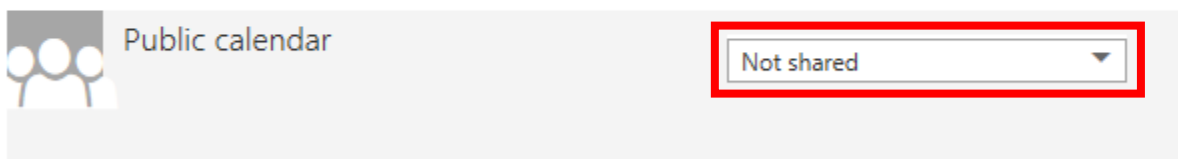
- [2] In the left hand navigation pane under the **My Calendars** category, right click “**Calendar**” at the top of the list and then click on “**Permissions...**”



- [3] On the **right hand side**, under **Outside Organization** click on the drop down menu on the right.

## Calendar

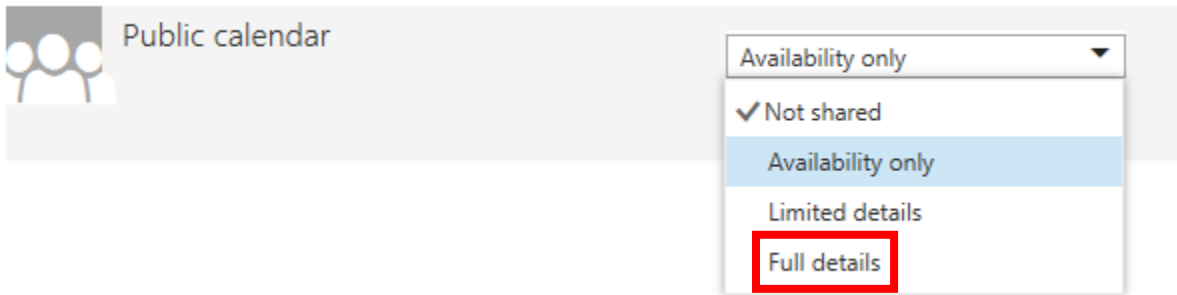
### OUTSIDE ORGANIZATION



[4] Click the desired permission level in the drop down menu.

- Not Shared**
- Availability Only**
- Limited Details**
- Full Details**

OUTSIDE ORGANIZATION

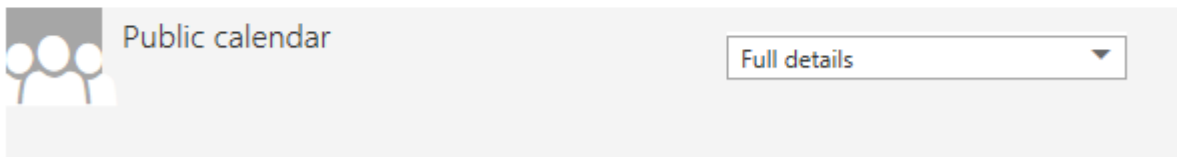


[5] Click **Save** on the upper left to save your new permissions level.



## Calendar

OUTSIDE ORGANIZATION



You can come back to Calendar Permissions at any time to modify permission levels.

If you have any problems, please contact the Information Services Helpdesk. Reference what documentation you have tried and provide a synopsis of the issue you are having. You can call the Helpdesk at **425-352-8228** (ext. 2-8228) or email them at [helpdesk@cascadia.edu](mailto:helpdesk@cascadia.edu).