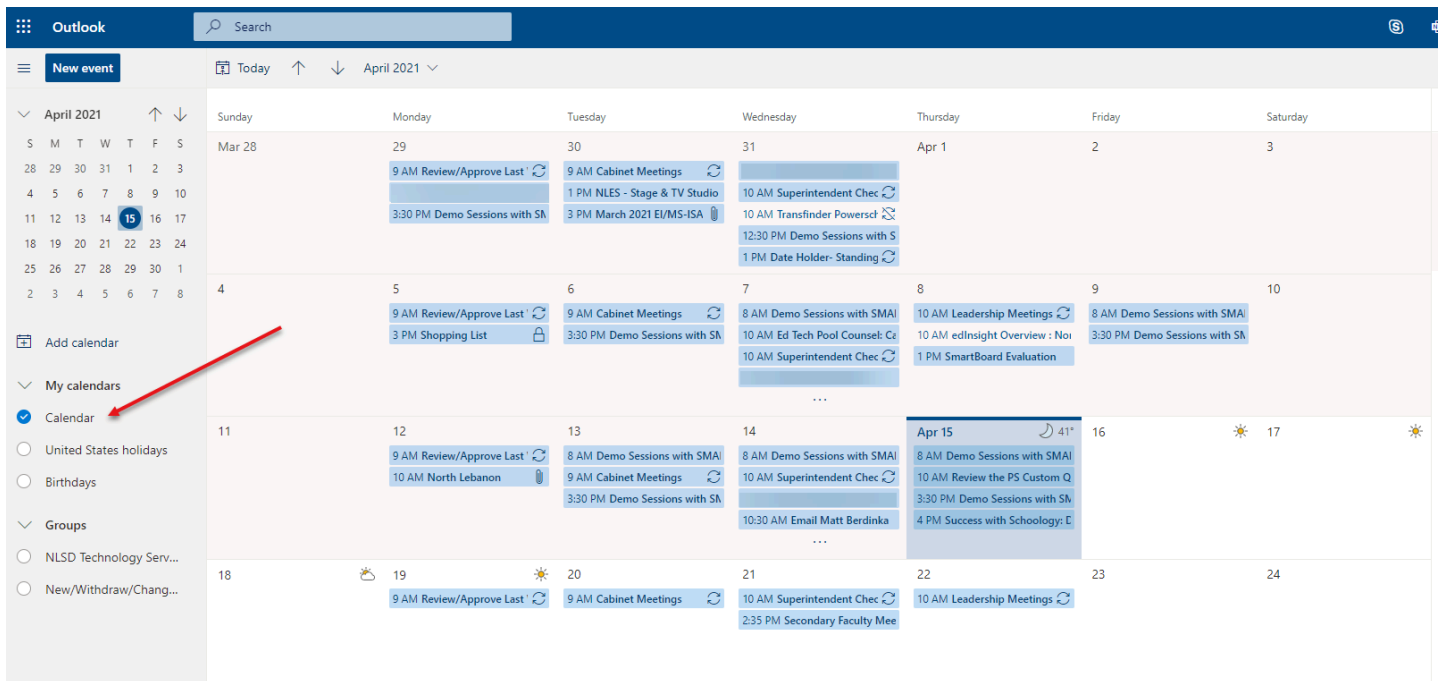


How to reset Free-Busy permissions in Outlook

1. Login to Office 365 and access your Outlook Calendar (<https://outlook.office.com/calendar/>)



2. On the left-side of the screen, right-click on the Calendar and choose **Sharing and Permissions**. To ensure that others can see your Free/Busy information, set the “People in my organization” entry to be ‘Can view when I’m busy’.

Sharing and permissions



Calendar

Send a sharing invitation in email. You can choose how much access to allow and change access settings any time.

Share

Inside your organization



People in my organization

Can view when I'm busy

