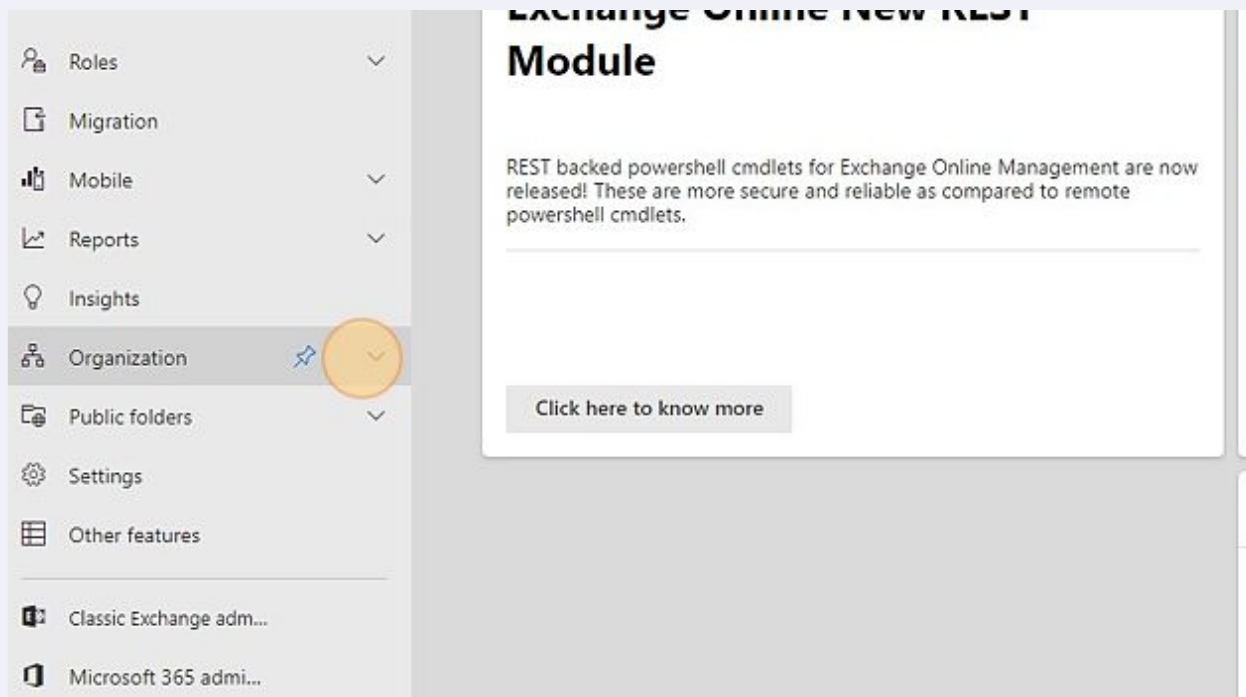


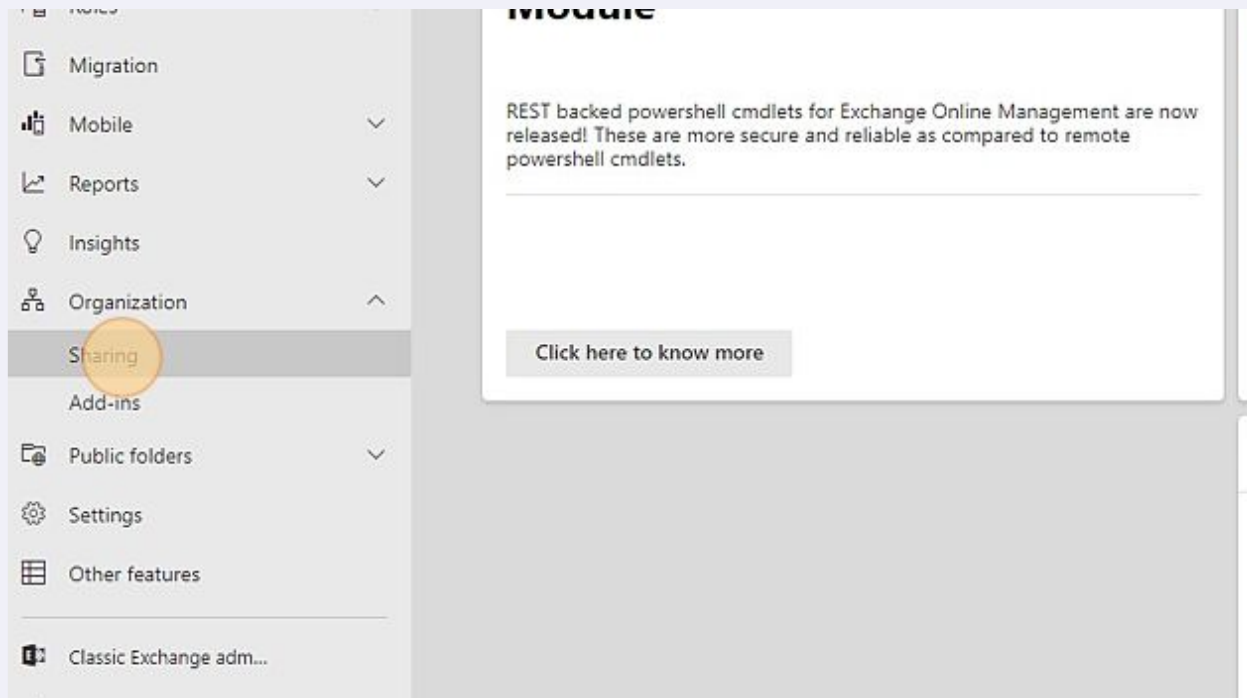
How to Disable Calendar Sharing with External Users in Exchange Online

1 Navigate to admin.exchange.microsoft.com

2 Click "Organization"



3 Click "Sharing"



4 Under Individual Sharing, make sure all policies are unticked.

