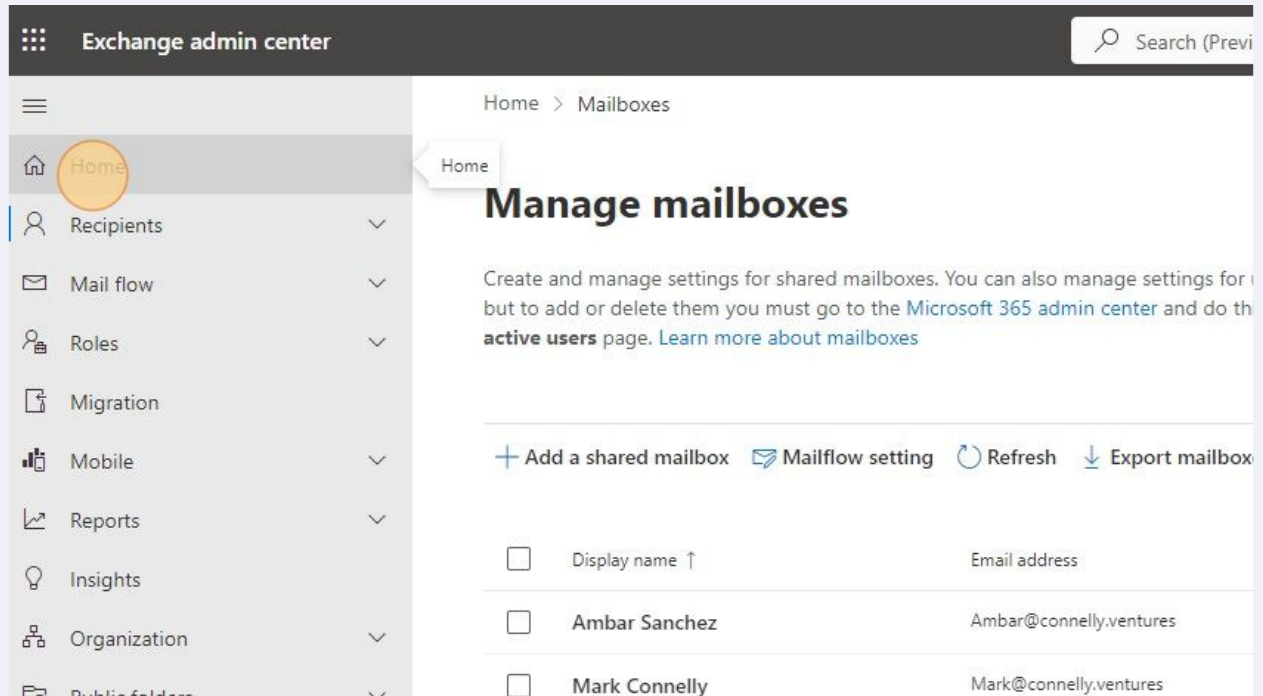# How to Disable Calendar Sharing with External Users in Exchange Online

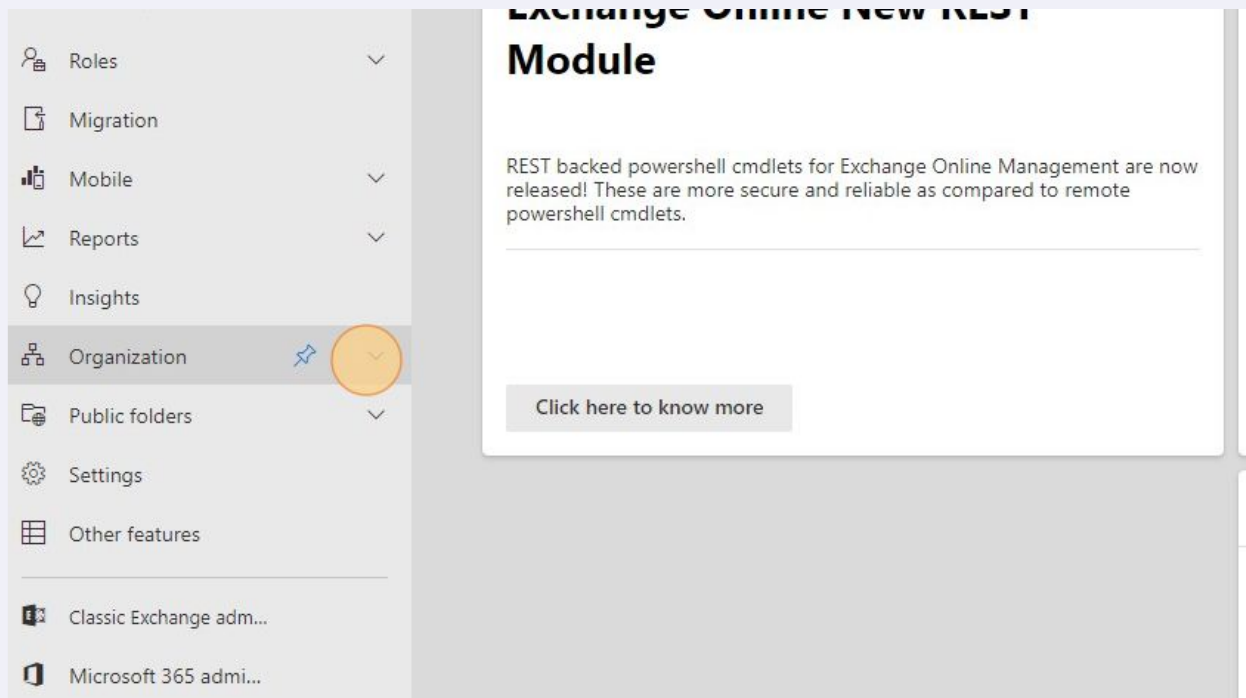In this guide, we walk through the process of turning off calendar sharing with external users.

This guide satisfies the Microsoft Secure Score Recommendation:
Do not allow Exchange Online calendar details to be shared with external users

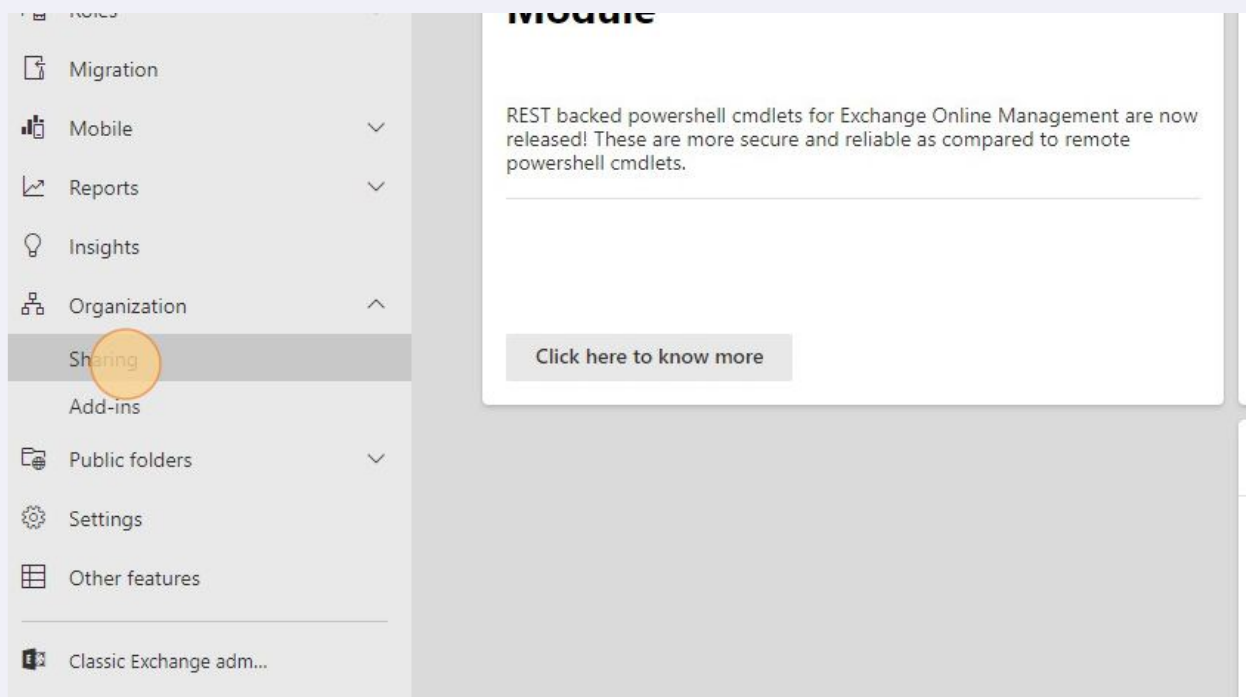**1** Navigate to admin.exchange.microsoft.com

2 Click "▢ Home"

3 Click "Organization"

Roles

Migration

Mobile

Reports

Insights

Organization

Public folders

Settings

Other features

Classic Exchange adm...

Microsoft 365 admi...

Exchange Online New REST Module

REST backed powershell cmdlets for Exchange Online Management are now released! These are more secure and reliable as compared to remote powershell cmdlets.

Click here to know more

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4 Click "Sharing"

Roles

Migration

Mobile

Reports

Insights

Organization

Sharing

Add-ins

Public folders

Settings

Other features

Classic Exchange adm...

Module

REST backed powershell cmdlets for Exchange Online Management are now released! These are more secure and reliable as compared to remote powershell cmdlets.

Click here to know more

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