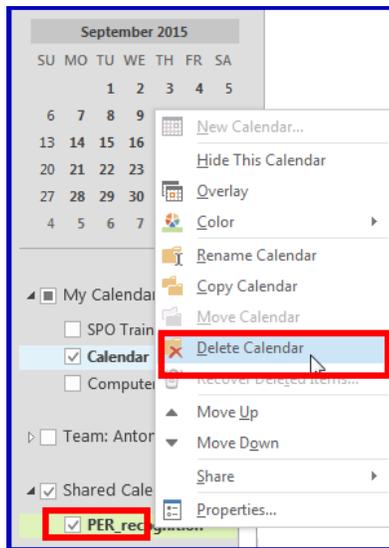


Outlook 2010 & 2013: How to Remove Shared Calendars

Before your email migrates, remove any shared calendars you may have in Outlook. After the migration is complete, ask your colleague to re-share the calendar with you.

The steps are simple:

1. Go to your Calendar Folder List on the left side of the screen.
2. Click the box next to the Calendar name – right click and select Delete Calendar



3. Calendar is deleted.

