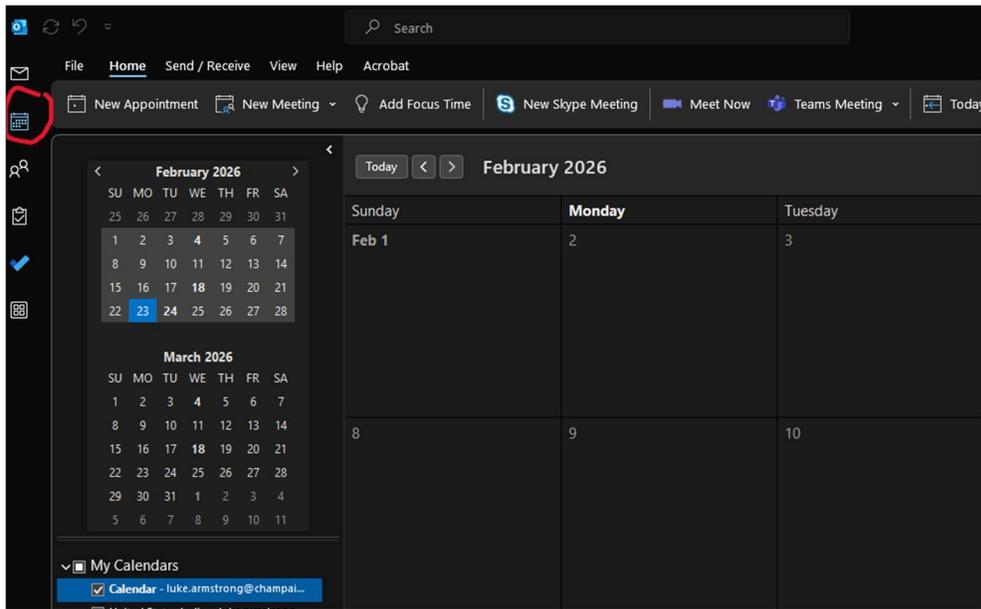
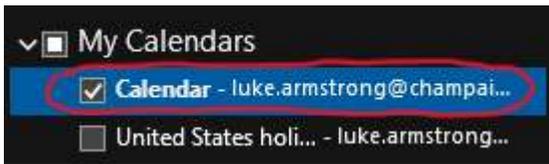


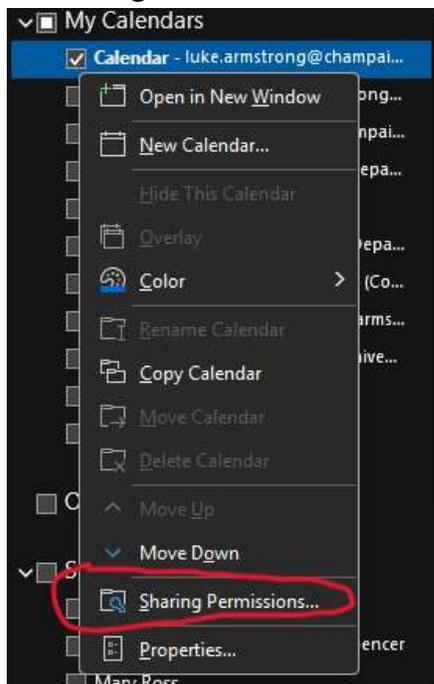
Click the calendar



Under “My Calendars” right Click on the calendar you are trying to hide



Click “Sharing Permissions...”



Under Permissions select one of the following

“Can view when I’m busy” people will see the event but only shows busy without details of the event.

“None” people will not see any event on your calendar

