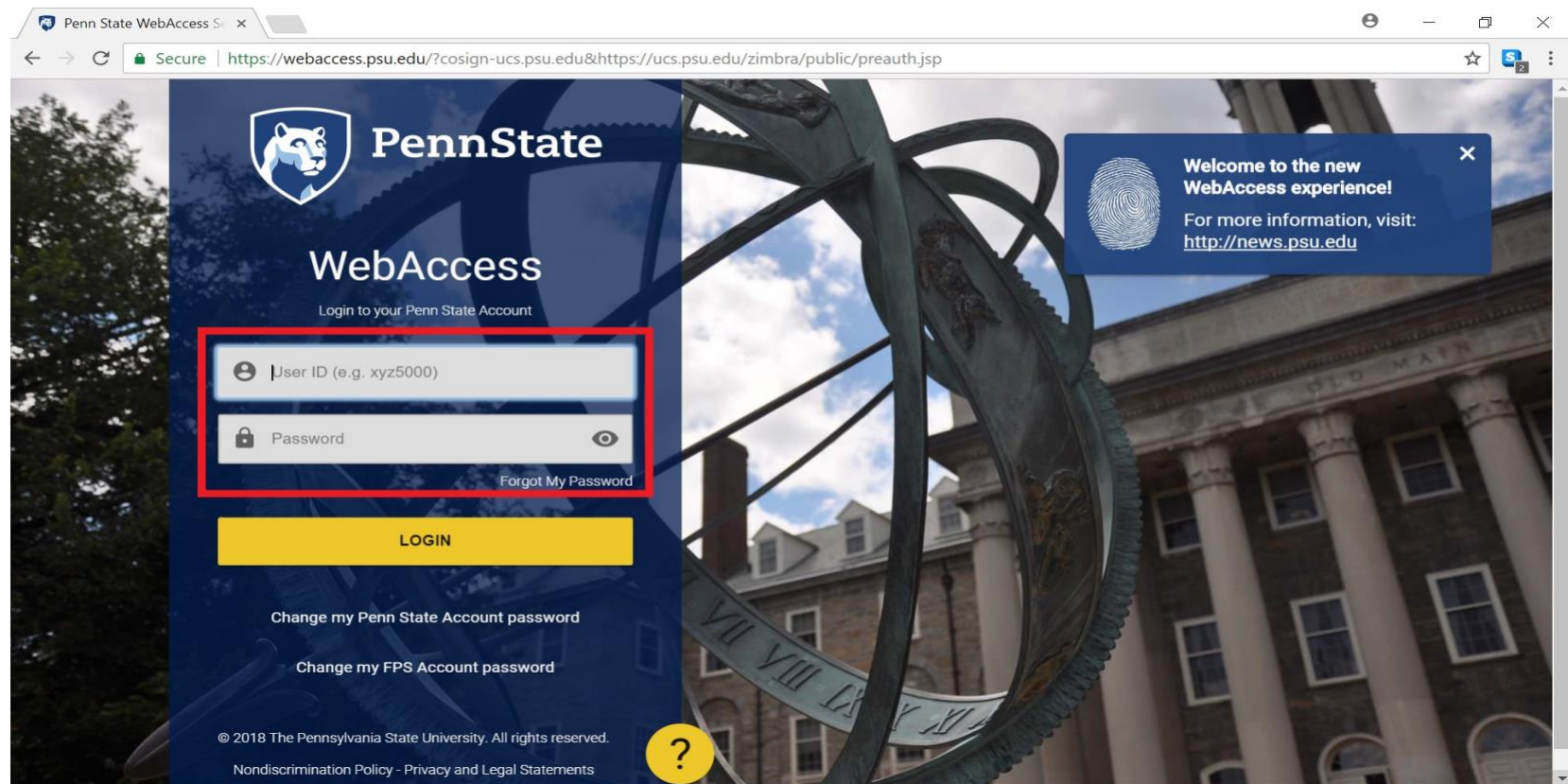**Office365: Find Your UCS Calendar Shares and Permissions - KB0011381**
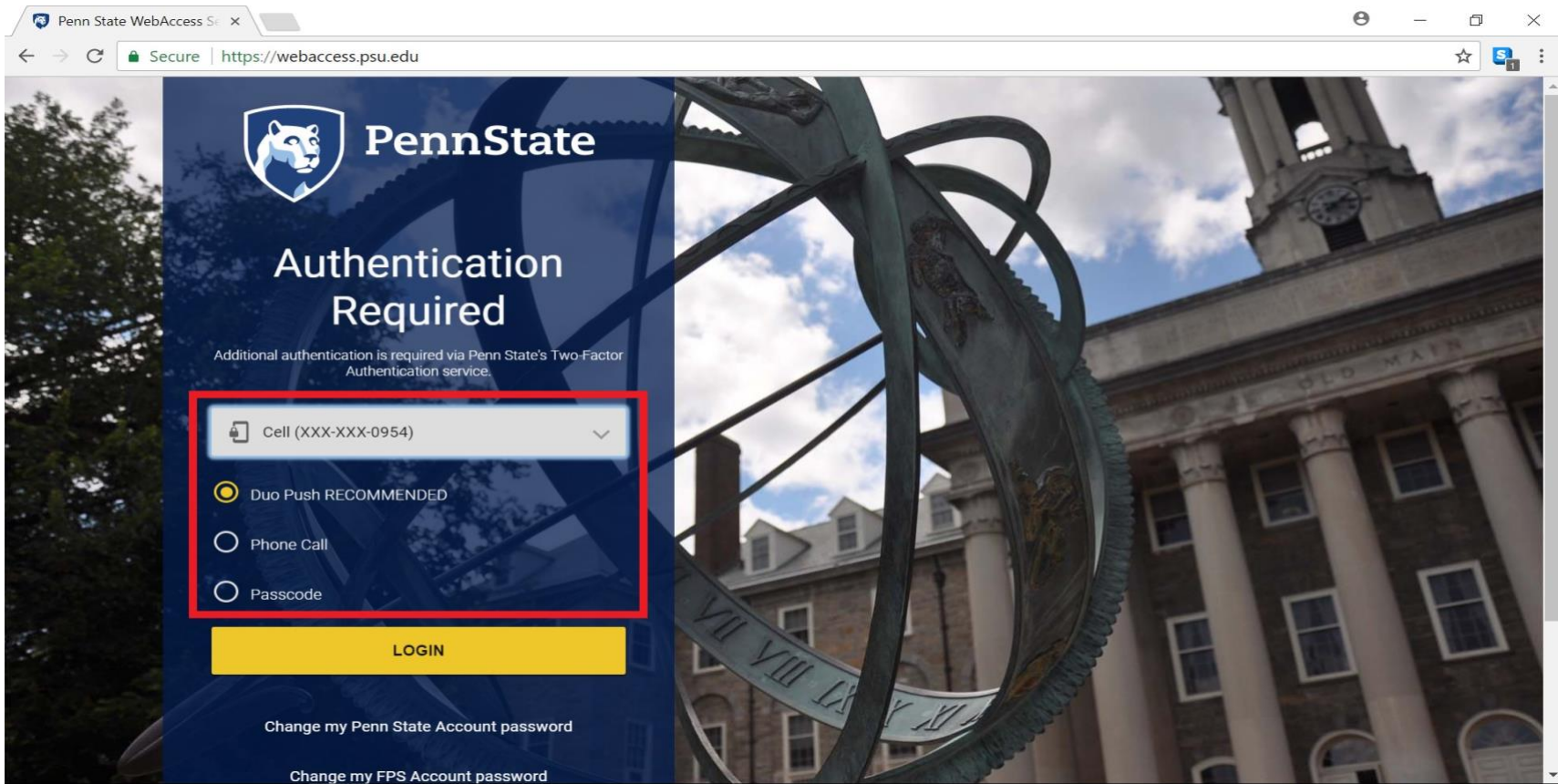
Step 1: In your browser, navigate to **ucs.psu.edu**

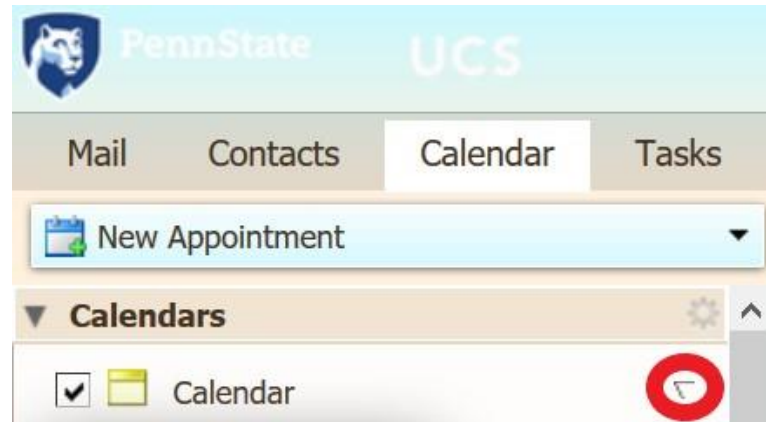**Step 2:** When prompted, provide your PSU Access credentials

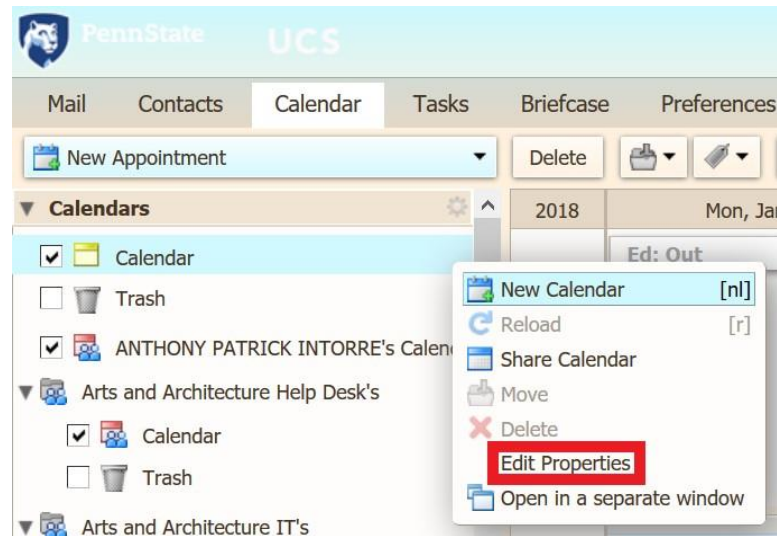**Step 3:** If prompted, provide your Two-Factor Authentication.

Find Your Calendar Shares and Permissions

Step 1: In the left panel, click on the transparent down-arrow to the right of your calendar.

Step 2: Click on **Edit Properties** in the drop-down menu that appears.

Step 7: Use your operating system's built-in screen capture app (**Snipping Tool** on Windows; **Grab** on macOS) to take a picture of the current permissions that others have on your calendar. Alternatively, you can physically write a list of all the individuals with whom your calendar is shared and their permission levels. Note that you may need to **scroll down** to view everyone who has access to your calendar.