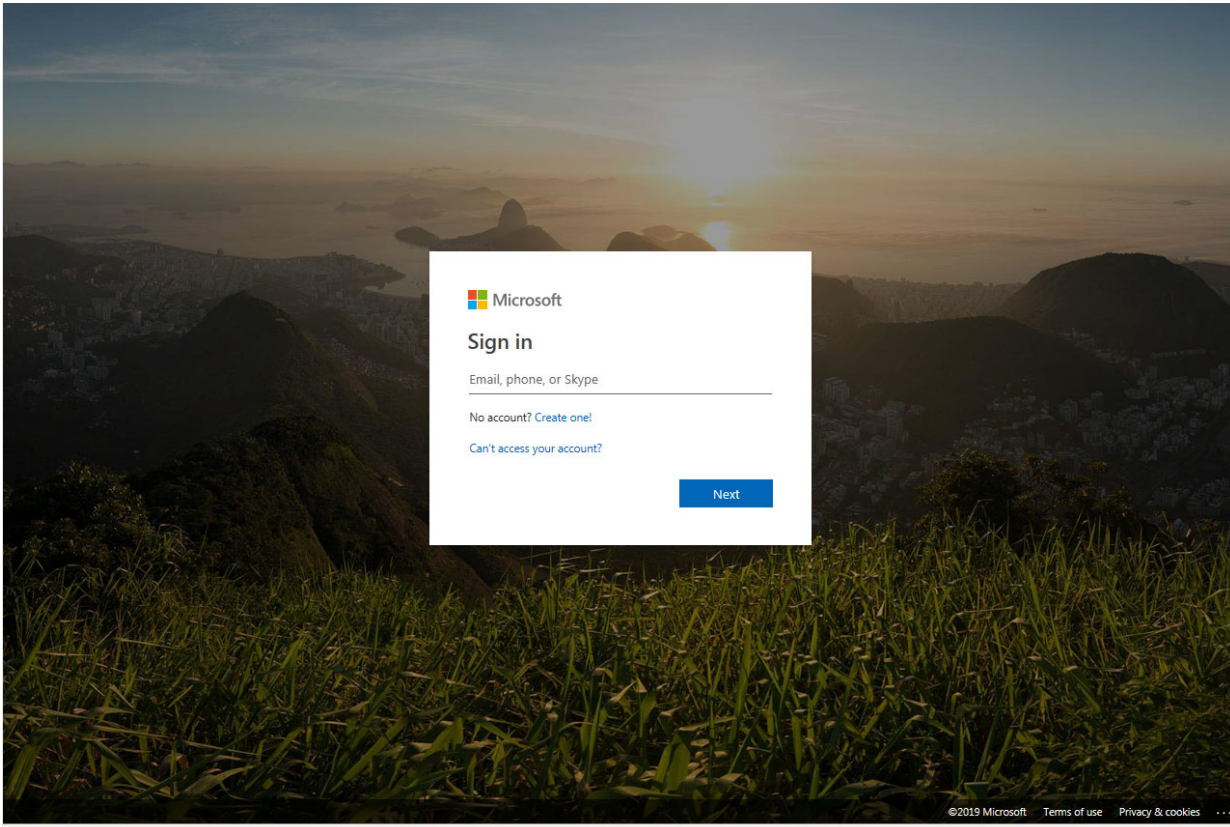


## Preventing Concur Reservations from Automatically Being Added to Outlook Calendar

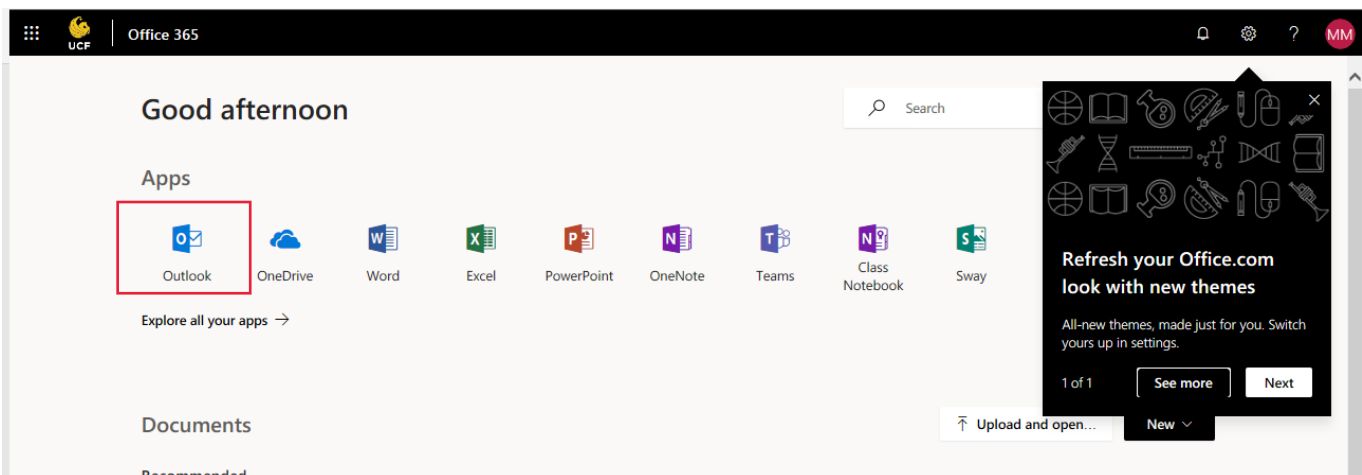
If a supervisor has access to view an employee's Outlook calendar, the supervisor may experience an issue where the employee's Concur reservations are automatically added to the supervisor's Outlook calendar. This is an issue with Outlook. Below are the steps for correcting this issue.

1. Log on to the web version of Office 365

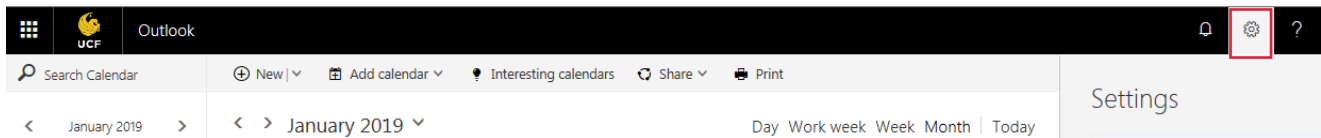
<https://office.com/signin>



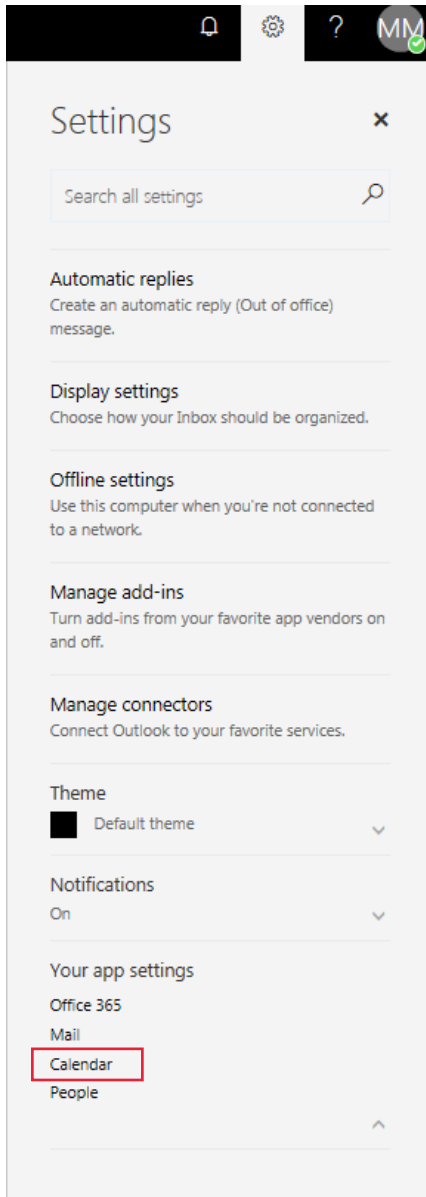
2. Click on Outlook



### 3. Click on Settings



### 4. Click on Calendar



## 5. Click on Events from Email

Options

- Shortcuts
- General
- Mail
- Calendar
- Personalization
  - Calendar appearance
  - Weather
- Automatic processing
  - Events from email
  - Invitations
- Notifications
  - Reminders
  - Text message notifications
- Shared calendars
  - Calendar publishing
- Other calendars
  - Birthday calendar
- People

### Calendar options

In this section, you can change settings for the following Calendar options:

- **Automatic processing** — Control how invitations, responses, and notifications are handled.
- **Events from email** — Automatically add events to your calendar from email.
- **Birthday calendar** — Add a calendar for keeping track of people's birthdays.
- **Calendar appearance** — Customize the look of your calendar.
- **Text message notifications** — Send notifications about calendar events to your phone as text messages. (Not supported in some countries)
- **Calendar publishing** — You can publish a calendar. Use an HTML link if you want recipients to view the calendar in a browser or an ICS link if you want them to subscribe.
- **Calendar reminders** — Set reminders for items on your calendar.
- **Weather** — Choose to show or hide weather on your calendar.

Settings

Search all settings

- Automatic replies
  - Create an automatic reply (Out of office) message.
- Display settings
  - Choose how your Inbox should be organized.
- Offline settings
  - Use this computer when you're not connected to a network.
- Manage add-ins
  - Turn add-ins from your favorite app vendors on and off.
- Manage connectors
  - Connect Outlook to your favorite services.
- Theme
  - Default theme
- Notifications
  - On
- Your app settings
  - Office 365
  - Mail
  - Calendar
  - People

## 6. Select the radio button “Don’t add events to my calendar from email”

Options

- Shortcuts
- General
- Mail
- Calendar
- Personalization
  - Calendar appearance
  - Weather
- Automatic processing
  - Events from email
  - Invitations
- Notifications
  - Reminders
  - Text message notifications
- Shared calendars
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  - Birthday calendar
- People

Save Discard

### Events from email

Outlook can automatically add events like airline flights and other reservations from your email to your calendar. You can delete events you don't want on your calendar or use the settings below to stop adding events from email.

- Don't add events to my calendar from email
- Automatically add events to my calendar from email

Add these events to my calendar from email:

- Flights
- Hotel reservations
- Car rentals
- Package delivery
- Dining reservations
- Events - music, sports, and so on
- Bills

Mark events as private so only I can see them

Your current time zone is set to (UTC-05:00) Eastern Time (US & Canada). [Update time zone](#)

Settings

Search all settings

- Automatic replies
  - Create an automatic reply (Out of office) message.
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  - Choose how your Inbox should be organized.
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OR

## 7. Uncheck flights, hotel reservations, car rentals under “Add these events to my calendar from email”

Options

- Shortcuts
- General
- Mail
- Calendar
  - Personalization
  - Calendar appearance
  - Weather
  - Automatic processing
    - Events from email
- Notifications
- Shared calendars
- Other calendars
- People

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## 8. Click save

Options

- Shortcuts
- General
- Mail
- Calendar
  - Personalization
  - Calendar appearance
  - Weather
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