
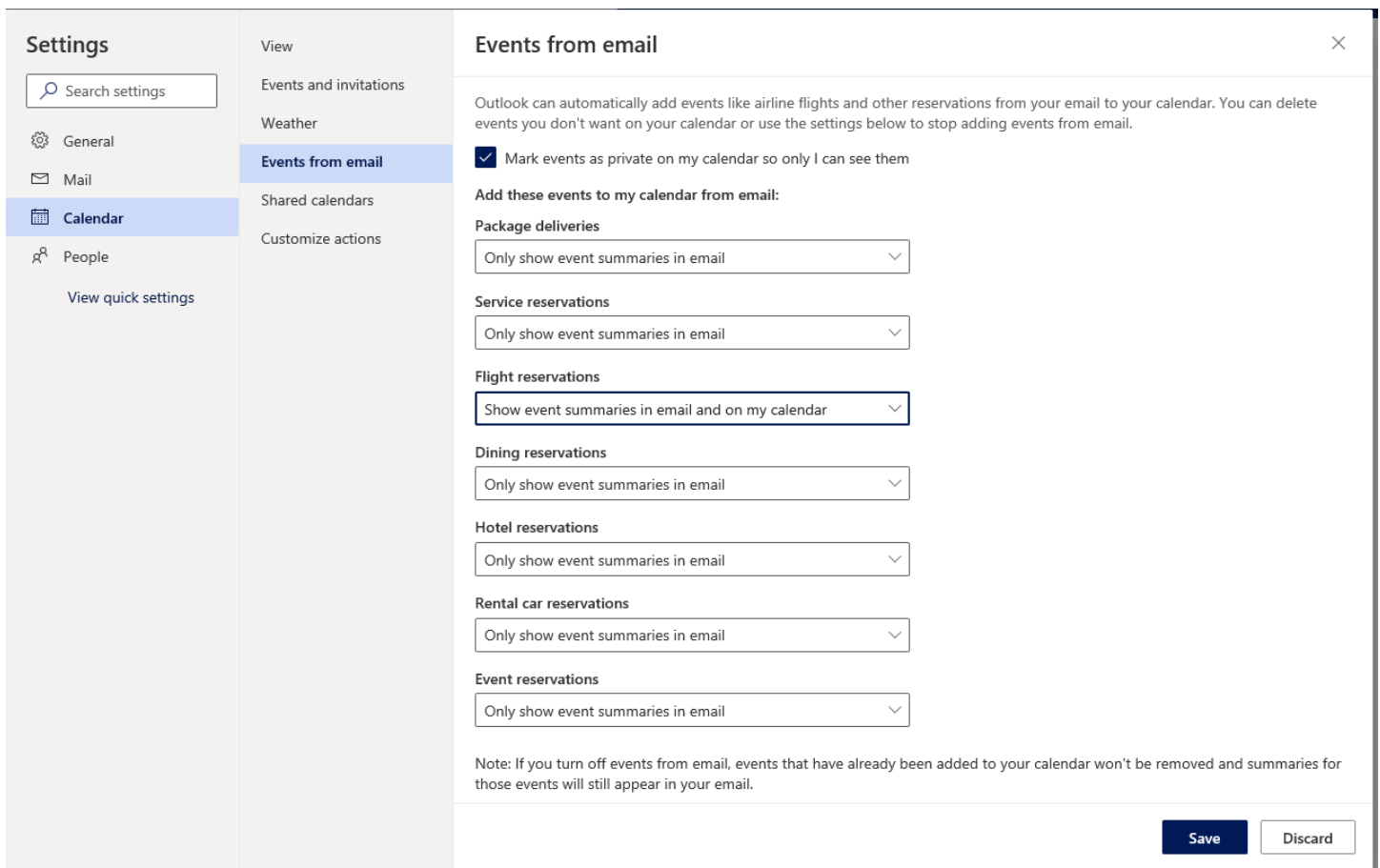


Enabling/Disabling Trips to Auto Populate to Outlook Calendar

Instructions for Outlook version on the web:

1. At the top of the page, select **Settings**  > **View all Outlook settings**.
2. Select **Calendar > Events from email**.
 - Under each event type, select one of the following:
 - **Don't show event summaries in email or on my calendar:** You won't see summary cards for these events in your inbox and events won't appear on your calendar.
 - **Only show event summaries in email:** You'll see summary cards for these events in your inbox, but these events won't appear on your calendar.
 - **Show event summaries in email and on my calendar:** You'll see summary cards for these events in your inbox and these events will appear on your calendar.



The screenshot shows the Outlook settings interface. On the left is a 'Settings' sidebar with a search bar and categories: General, Mail, Calendar (selected), and People. Below these is a 'View quick settings' link. The main area is titled 'Events from email' and contains the following content:

- A 'View' sidebar with options: Events and invitations, Weather, **Events from email** (selected), Shared calendars, and Customize actions.
- Introductory text: "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."
- A checked checkbox: "Mark events as private on my calendar so only I can see them".
- A section "Add these events to my calendar from email:" with several dropdown menus:
 - Package deliveries: Only show event summaries in email
 - Service reservations: Only show event summaries in email
 - Flight reservations: Show event summaries in email and on my calendar (highlighted with a blue border)
 - Dining reservations: Only show event summaries in email
 - Hotel reservations: Only show event summaries in email
 - Rental car reservations: Only show event summaries in email
 - Event reservations: Only show event summaries in email
- A note: "Note: If you turn off events from email, events that have already been added to your calendar won't be removed and summaries for those events will still appear in your email."
- At the bottom right are two buttons: "Save" (dark blue) and "Discard" (light grey).

3. Click **Save**