How to remove an Overlayed Calendar

- Go to the specific calendar that needs to have an overlayed calendar removed
- Click on the bar behind the title of the calendar

- Click the tab titled ‘Calendar’ found on the ribbon bar
- Select ‘Calendars Overlay’

- A list will appear showing what calendars have been overlayed, click on the calendar that needs to be removed

- Scroll to the bottom and click ‘Delete’
- Click ‘Okay’