

How do I turn off email reminders for my Windows Live calendar, and disable the birthday calendar while I'm at it?

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While having lunch with my colleagues a few days ago, they complained that they get annoying email for all their calendar events.

I mentioned, “So turn off the email notifications.”

“You can do that?” they replied, incredulous.

Here’s how you do it.

First, go to calendar.live.com and sign in to your calendar.

In the upper right corner of the screen, click on the gear icon.



Sven Svensson

From the drop-down menu, select Options. From the Options page, select the calendar you want to change.

Edit your reminder and calendar settings

Sven’s calendar ←

Birthday calendar

In the Calendar settings, untick the checkboxes.

Notifications

Email notifications

Get reminders for events and tasks

Get daily agenda

And then click Save to save your changes.

My colleagues also noted “It used to mean something when somebody remembered your birthday. But now, everybody gets a notification on your birthday, and you get birthday wishes from random people you haven’t talked to in years.” Which led to the next complaint, “I just want to turn off the birthday calendar.”

No problem. Go back and click on the gear icon, and instead of selecting Options, look under *Filter Calendars* and untick the check box next to *Birthday calendar*.

If you have a Windows Phone, you can remove it from your phone calendar by opening the Calendar app, opening the appbar, selecting *settings*, and then unticking the check box next to *Birthday calendar*.

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