- 1. Open Internet Information Services (IIS) Manager, version 7. Click on the Calendar node in IIS. In the screen shot below, the Calendar is a virtual directory (if Calendar was a site that also will work).
- 2. Locate the icon called "Session State" and double-click it.



3. A screen of configurable session parameters appears, as shown below. Here, you can change the session timeout setting (this setting is near the bottom, so you may have to scroll down to see it). The default is 20 minutes.



4. After changing the setting to the value you want, click the "Apply" icon in the upper-left of IIS Manager's window, under *Actions*:



5. Exit the IIS Manager application.