


Exchange - Open a Shared Calendar in Outlook 2010

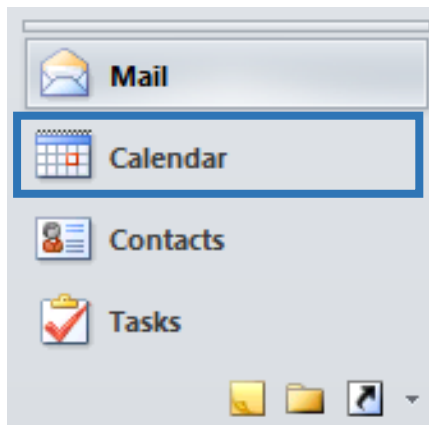
OVERVIEW

You can open a shared calendar and view others entries. First, they must share the calendar with you through Exchange.

This tutorial applies to the following operating system(s):  **Windows**

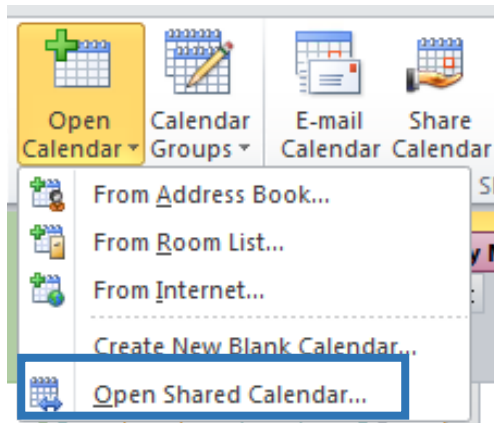
Step 1

Open Outlook. Click the **Calendar** button on the navigation pane.



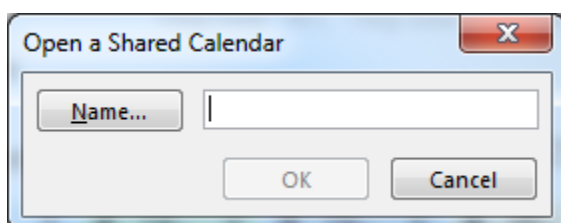
Step 2

Click the Open Calendar drop down menu. Select Open Shared Calendar...



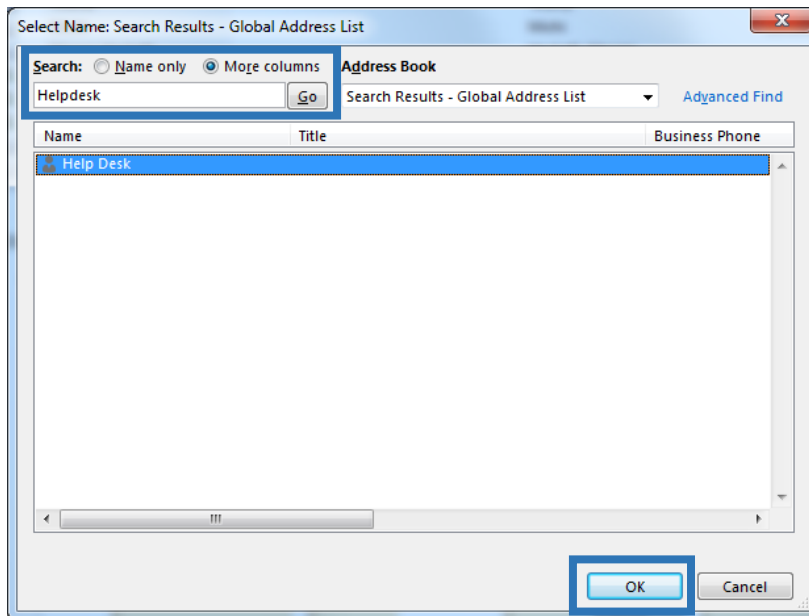
Step 3

Click the **Name...** button



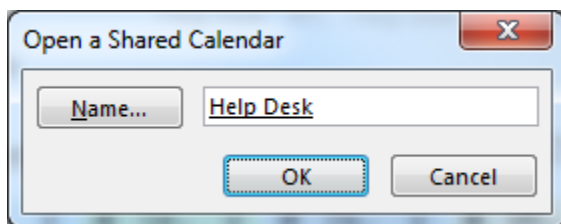
Step 4

Select the name of the person whose calendar you would like to view from the list. Click OK. (Note: This person must first grant you permission to view their calendar)



Step 5

Click **OK**.



Step 6

The shared calendar will appear on the right side of your screen. You can click the name of the calendar, and view its content.

TIP: The name of the shared calendar will also appear on the left-hand side of the screen with a checkbox beside it. Uncheck this box to close the shared calendar. You can recheck this box later to view the shared calendar again.

