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.

Mail
Calendar
Contacts
🟹 Tasks
🥃 🚞 🛃 👻

Step 2

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



Step 3

Click the Name ... button

Open a Shared Ca	lendar	×
<u>N</u> ame		
	ОК	Cancel

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)

Select Name: Search Results - Global Address List					
Search: O Name only	More columns	A <u>d</u> dress Book			
Helpdesk	Go	Search Results - Global Address List	✓ Ad <u>v</u> anced Find		
Name	Title		Business Phone		
👗 Help Desk			^		
			_		
•	III				
		_			
			OK Cancel		

Step 5

Click OK.

Open a Shared C	Calendar	×
<u>N</u> ame	Help Desk	
	ОК	Cancel
		-

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.

