

DISPLAYING SHARED CALENDARS

When working in Outlook, it is possible to display more than one Calendar at a time. This can be accomplished through two different methods. It is possible to open a Calendar that someone has shared with you or you can create more than one Calendar and then display both at the same time.

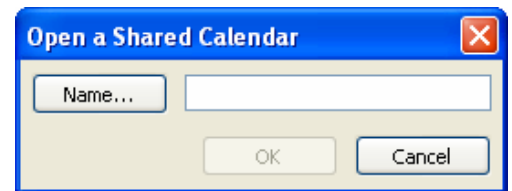
Before this feature can be used, the Calendar has to be shared with you by the person who owns the Calendar. For instructions on how to accomplish this, please see the link on [Sharing Your Calendar](#).

† In Outlook, click the **Calendar** link in the left frame.

† Do one of the following:

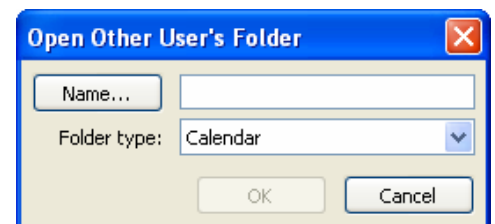
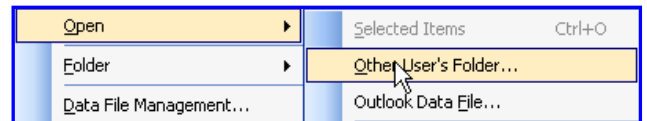
✦ Click the **Open a Shared Calendar** in the **My Calendars** Task Pane.

- ▣ The **Open a Shared Calendar** dialog box will display.
- ▣ Click the **Name** textbox.
- ▣ The **Select Name** list will appear.
- ▣ In the **Type a Name or Select From List** textbox, input the name for the Calendar that is to be shared. An example would be John Smith.
- ▣ A list of names matching the criteria will display.
- ▣ Select the name from the list.
- ▣ Click **OK**.
- ▣ The Name of the person who owns the Calendar will be displayed in the box.
- ▣ Click **OK** to open the **Shared Calendar**.



✦ Click **File** on the **Menu Bar**, click **Open**, and then click **Other User's Folder** (see illustration at right).

- ▣ The **Open Other User's Folder** dialog box will display (see illustration bottom right).
- ▣ Click the **Name** textbox.
- ▣ The **Select Name** list will appear.
- ▣ In the **Type a Name or Select from List** textbox, input the name for the Calendar that is to be shared. An example would be John Smith.
- ▣ A list of names matching the criteria will display.
- ▣ Select the name from the list.
- ▣ Click **OK**.
- ▣ The Name of the person who owns the Calendar will be displayed in the box.
- ▣ Click **OK** to open the **Shared Calendar**.
- ▣ In the **Folder type** list, select **Calendar**.
- ▣ Click the **OK** button to exit the dialog box and open the **Shared Calendar**.



† The name of the person who owns the **Calendar** will appear in the **Other Calendars** list in the left frame.

† To close the **Calendar**, click the check box next to the name to remove the check mark.

† To re-open the **Calendar**, click the check box again.