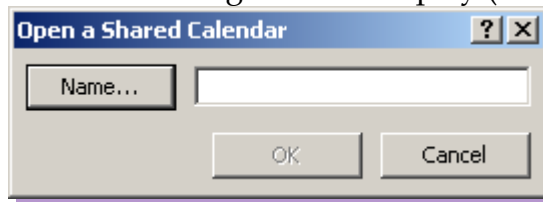


## DISPLAYING SHARED CALENDARS

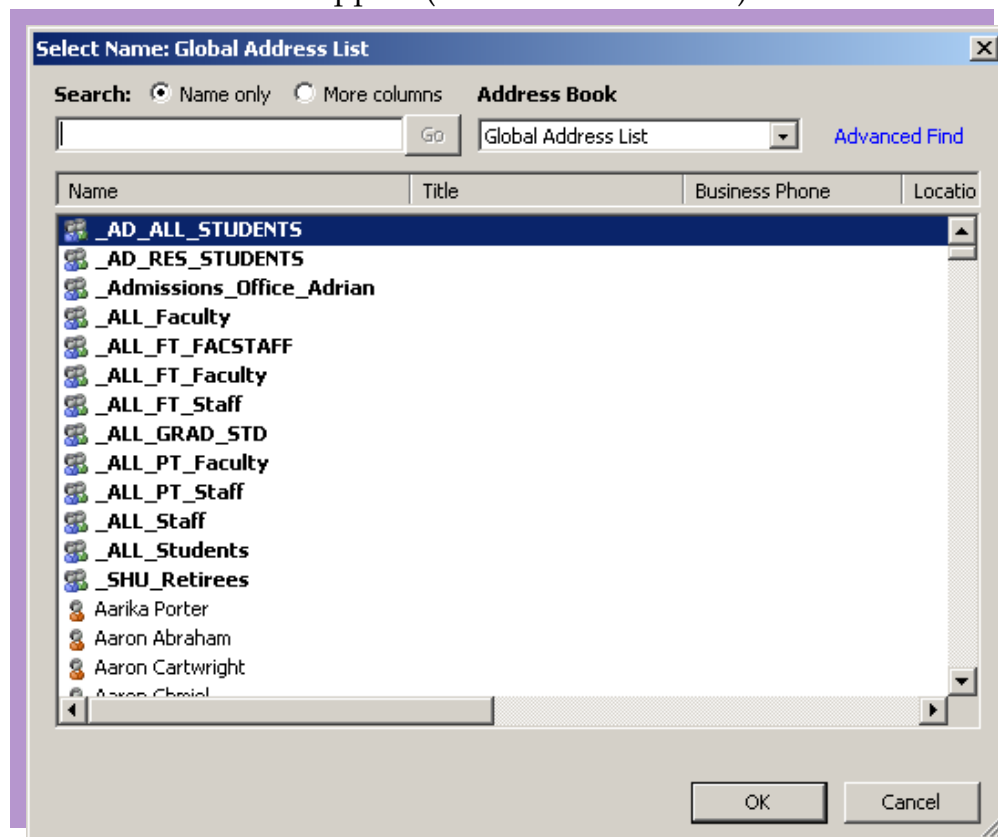
When working in Outlook, it is possible to display more than one Calendar at a time. This can be accomplished through two different methods. It is possible to open a Calendar that someone has shared with you or you can create more than one Calendar and then display both at the same time.

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** link in the **My Calendars Task Pane**.
  - ▣ The **Open a Shared Calendar** dialog box will display (see illustration below).

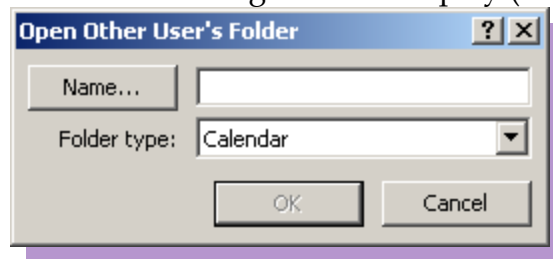


- ▣ Click the **Name** button.
- ▣ The **Select Name** list will appear (see illustration below).



- ▣ In the **Address Book** box, make sure that **Global Address List** is selected.
- ▣ In the **Search** 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**.
- ▣ Click **Other User's Folder**.
- ▣ The **Open Other User's Folder** dialog box will display (see illustration below).



- ▣ Click the **Name** button.
- ▣ The **Select Name** list will appear.
- ▣ Make sure that **Global Address List** is selected under **Address Book**.
- ▣ In the **Search** 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.