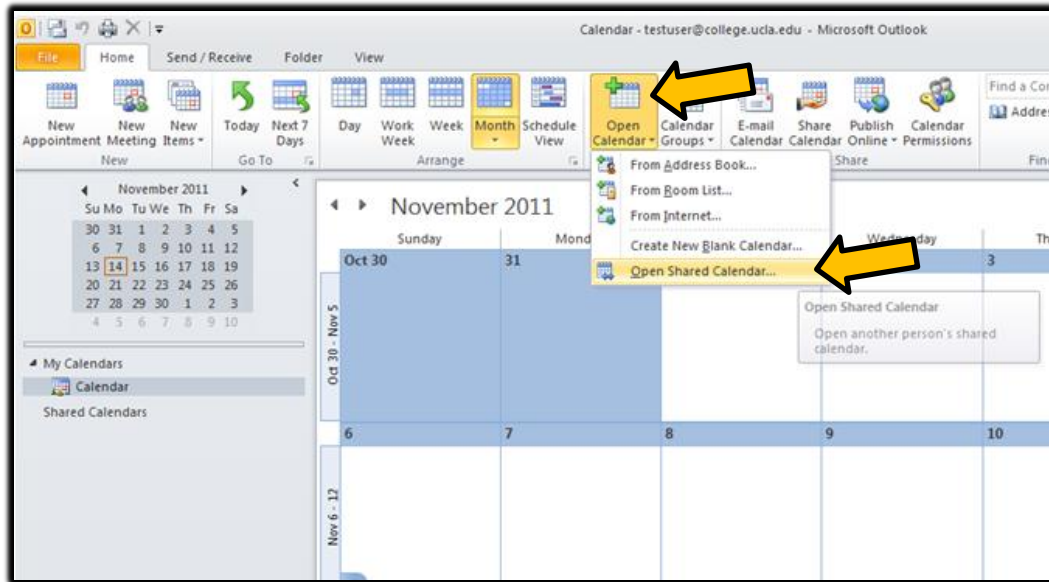
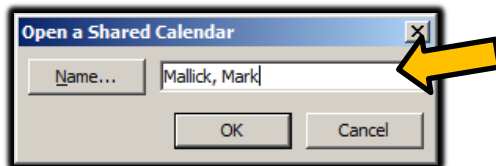


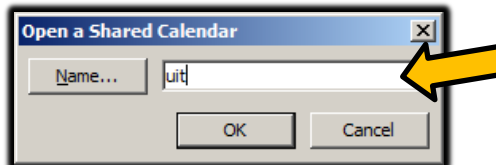
How To See Someone Else's Calendar (Open a Shared Calendar)



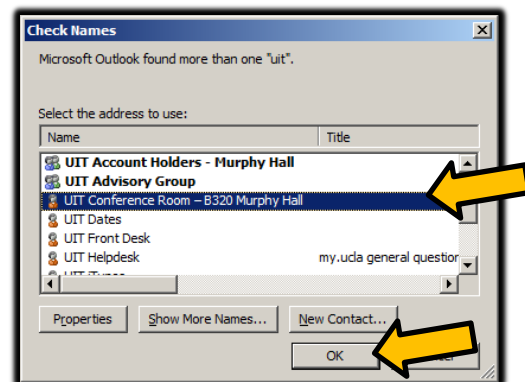
In the Calendar window, Click on the 'Open Calendar' button, then click on 'Open Shared Calendar'.



If you know the user's name, simply type it in the Name box and click OK.



If you're not sure of the user's name, just type in something close and click 'OK'. Then you can pick the name from the list, and click 'OK'.



The Shared Calendar shows up next to yours. To “hide” the Shared Calendar (or your own), simply click to clear the corresponding checkbox in the Calendar pane.

The screenshot displays the Microsoft Outlook interface with two calendar windows open. The left window is titled 'Calendar' and the right window is titled 'UIT Conference Room - B320 Murphy Hall'. Both windows show a calendar view for November 2011. The 'Calendar' window has a yellow arrow pointing to the 'Calendar' checkbox in the left-hand pane, which is currently checked. The 'UIT Conference Room - B320 Murphy Hall' window shows a calendar view with various appointments and busy times. The status bar at the bottom indicates 'Online with Microsoft Exchange' and '90%' zoom.

Calendar	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Oct 30 - Nov 5							
6							
7							
8							
9							
10							
11							
12							
Nov 6 - 12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
Nov 20 - 26							
27							
28							
29							
30							
Dec 1							
2							
3							
Nov 27 - Dec 3							

UIT Conference Room - B320 Murphy Hall	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Oct 30 - Nov 5			Tentative Busy	Busy Busy	Tentative		
6							
7		Busy	Tentative Tentative				
8							
9							
10							
11							
12							
Nov 6 - 12							
13							
14							
15			Tentative				
16							
17					Tentative		
18							
19							
Nov 13 - 19							
20							
21							
22			Tentative Tentative				
23							
24							
25							
26							
Nov 20 - 26							
27							
28							
29			Tentative	Busy			
30							
Dec 1						Tentative Busy	
2							
3							
Nov 27 - Dec 3							

You can open a number of Shared Calendars at once –
just repeat the steps above.

