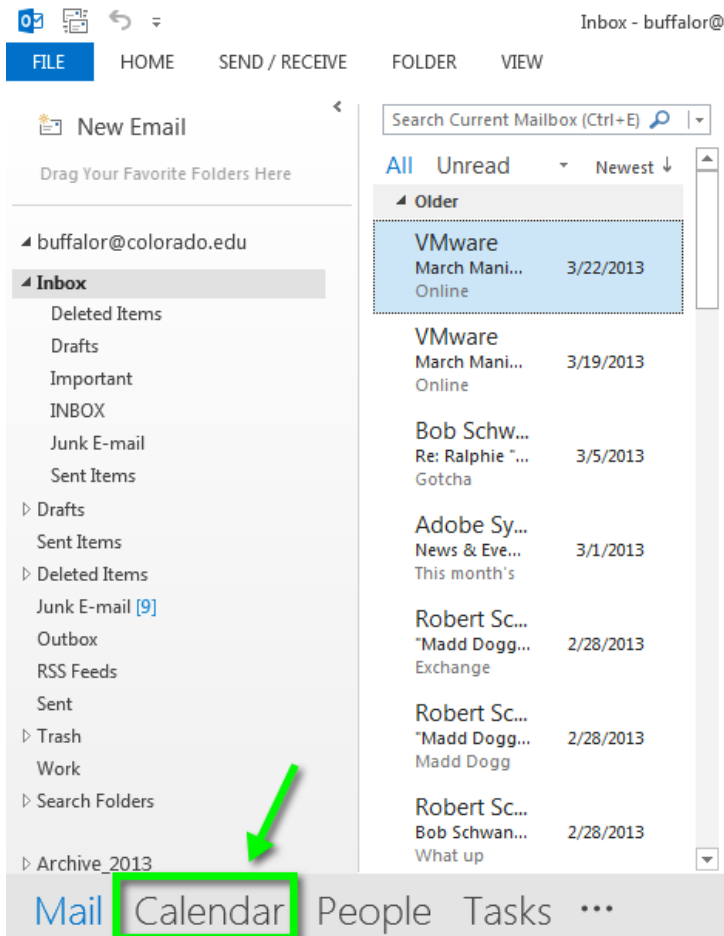
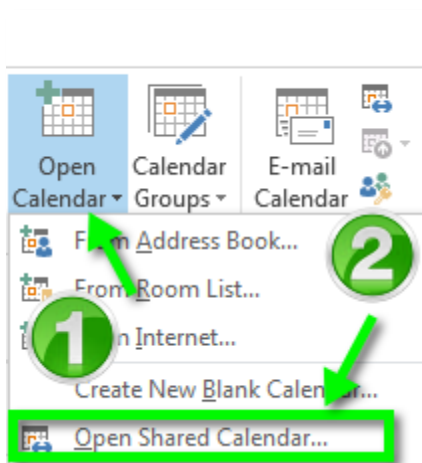


How to Open a Shared Calendar in Outlook 2013

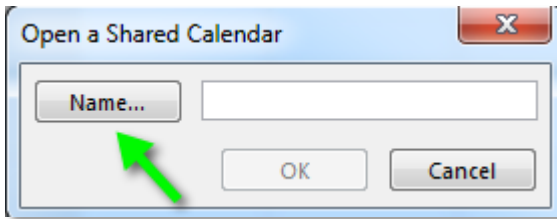
1. They must have shared the calendar with you before you continue.
2. Open Outlook. Click the **Calendar** button on the navigation pane.



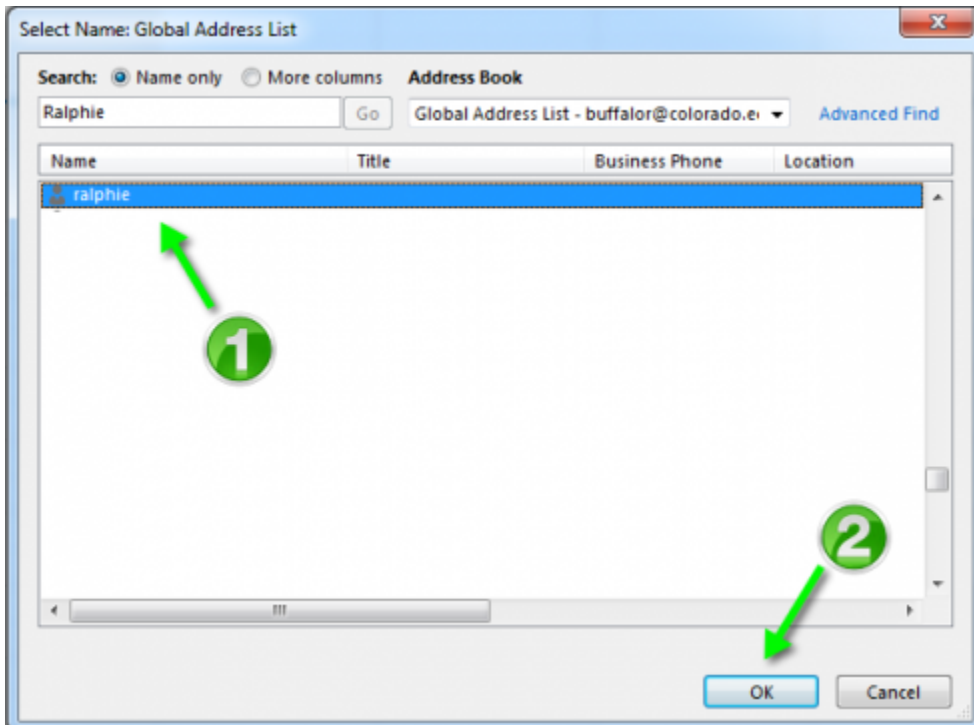
3. Click the **Open Calendar** drop down menu. Select **Open Shared Calendar...**



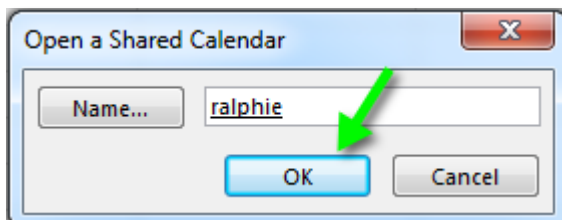
4. Click the **Name...** button



5. Select the name of the person whose calendar you would like to view from the list. Click OK.



6. Click **OK**.



- 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.

