DISPLAY 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 at the bottom of the left frame.
Click the Home Tab in the Calendar window.

In the Manage Calendars Group, click the Open Calendar button.
Click the Open Shared Calendar link.

The Open a Shared Calendar dialog box will display.

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.
The name of the person who owns the Calendar will appear in the Shared Calendars list in the Folder Pane.
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.