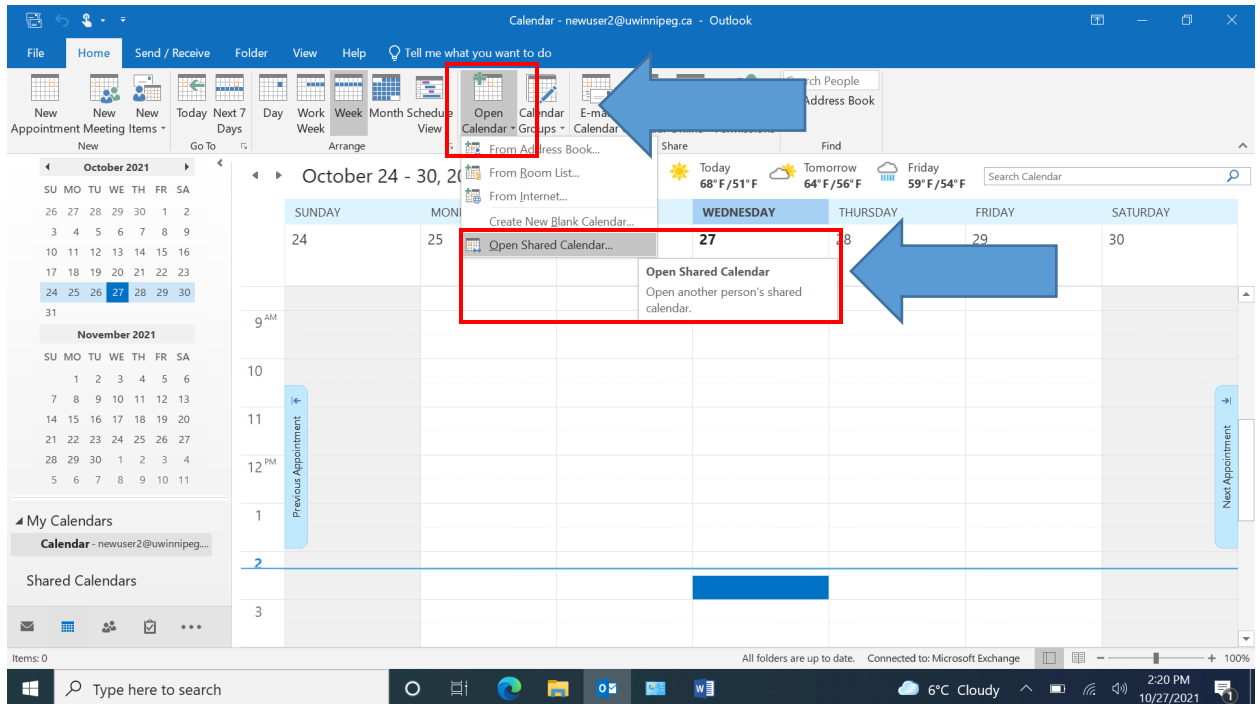


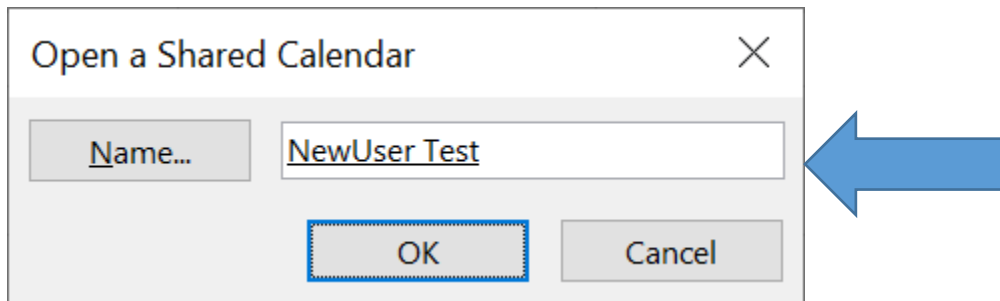


Open another person's Exchange Calendar

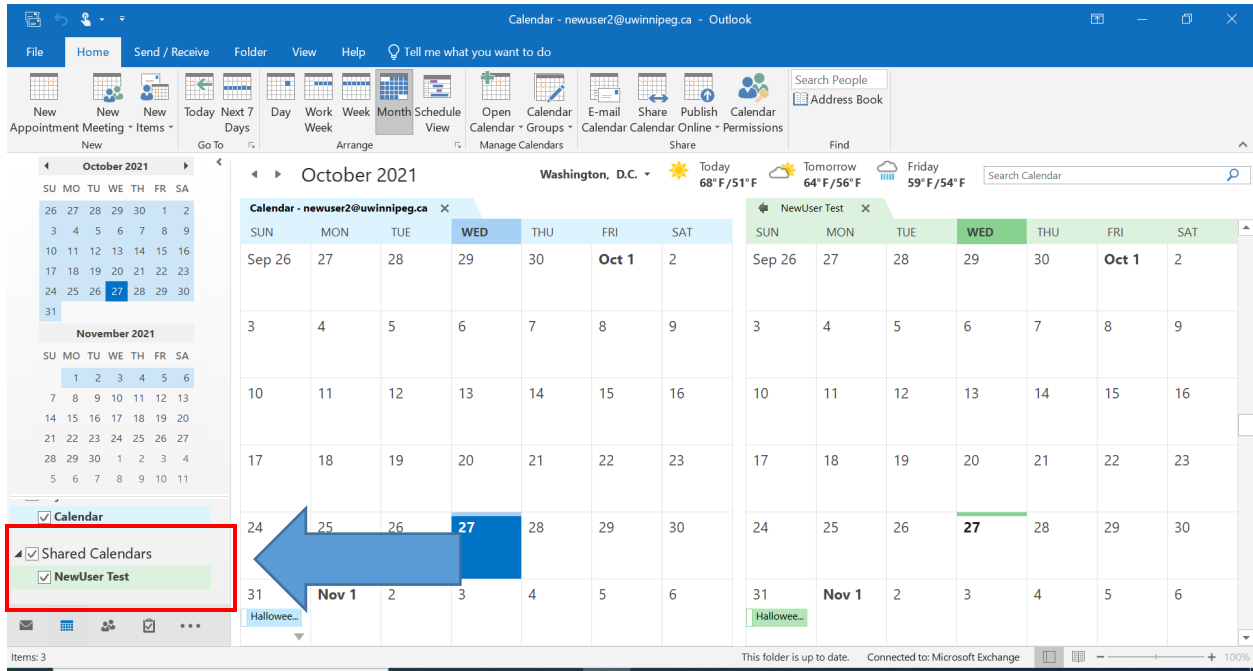
1. Open your **Calendar**
2. In the **Manage Calendars** group, click **Open Calendar**, and then click **Open Shared Calendar**.



3. You can type the name of the user who shared their Calendar with you in the **Name** box, or click **Name** to select their name from the **Address Book**. Once selected, click on **OK**



The shared Calendar appears next to any calendar that is already in the view under **Shared Calendars**.



If the other person whose Calendar you want to open hasn't granted you permission to view it, Outlook prompts you to ask the person for permission. If you click **Yes**, a sharing request email message opens automatically. The message requests the person to share his or her Calendar with you and also provides the option to share your default Calendar with him or her.