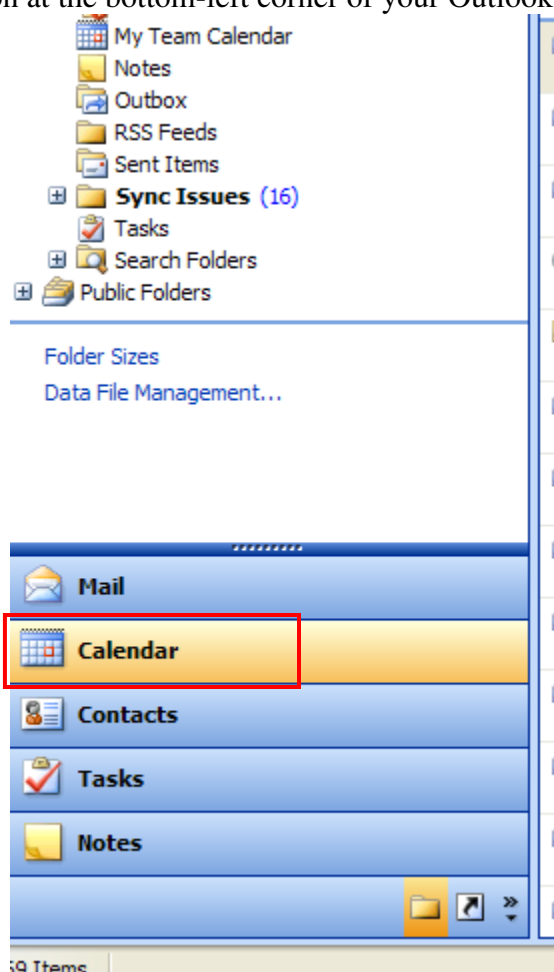


How-to: Access Another User's Calendar

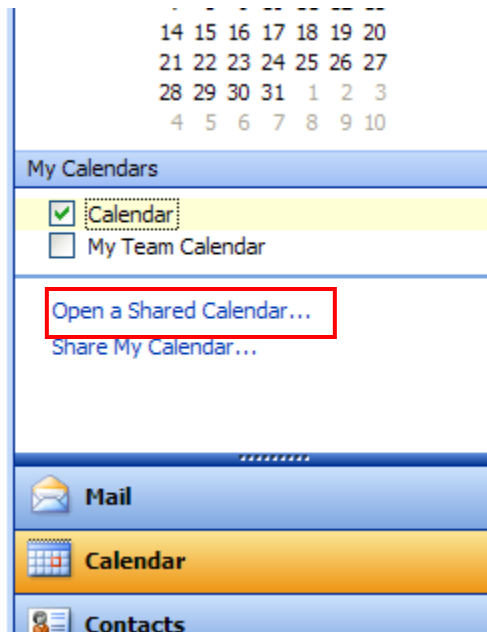
Pre-requisite:

You must be granted the appropriate permission by the owner before you can access another user's calendar

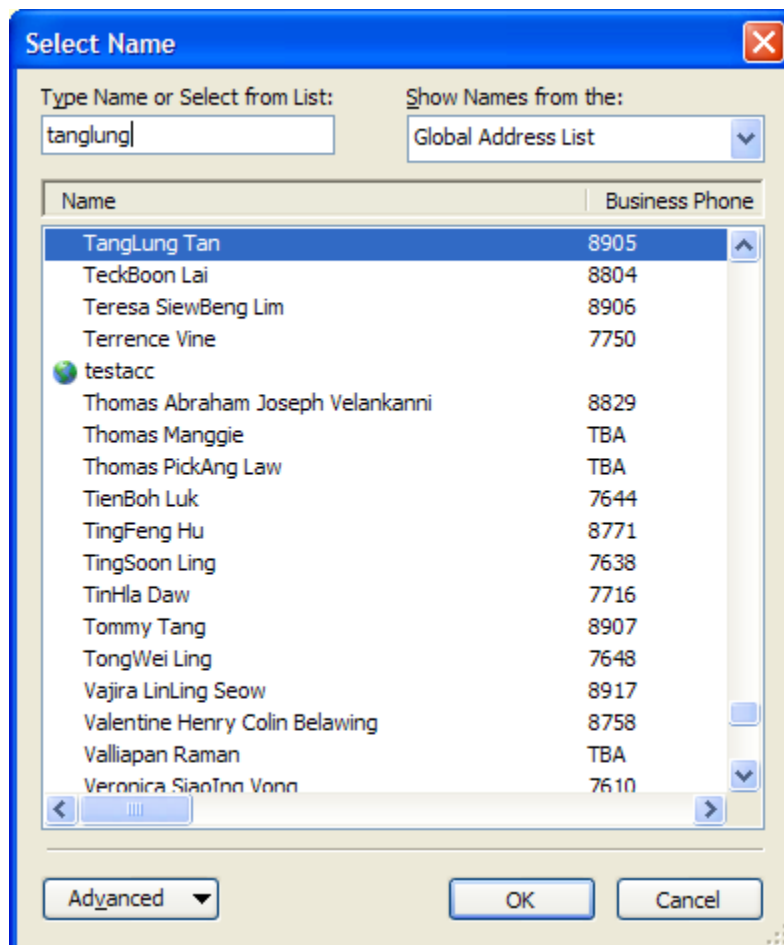
1. Logon to Outlook.
2. Click on Calendar icon at the bottom-left corner of your Outlook program.



3. Click on "Open a Shared Calendar...".



4. Click on Name button. Next, select the user to whom you would like to access the calendar and click OK twice.



5. The other user's calendar will be displayed in your Outlook program.

