



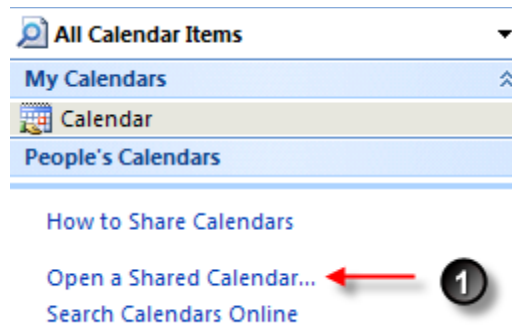
Open a Shared Calendar.

For access to others Calendar folder, you must be given access permissions before you can open the shared Calendar.

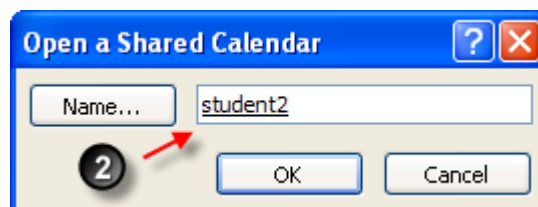
Refer to section 'Sharing Outlook Folders' for details on setting up a shared folder.

The process:

1. Select **Open a Shared Calendar**.



2. Select **Name** or **Type** the desired Calendar name.



3. Default Calendar.
4. The additional Calendar(s).
5. The additional calendar(s) are displayed in the list.

