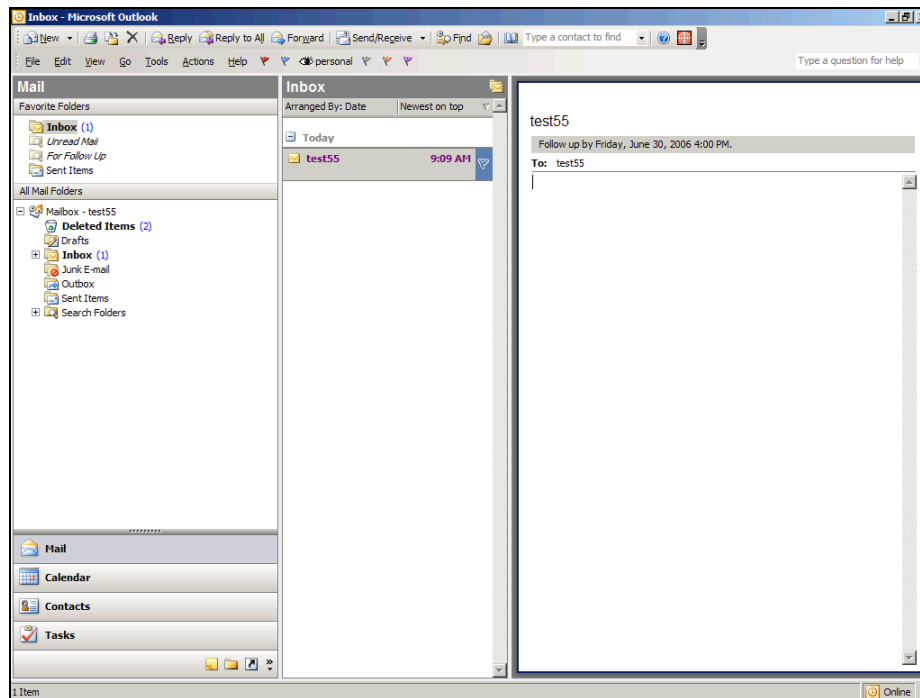


Calendar

Opening a Shared Calendar

Procedure

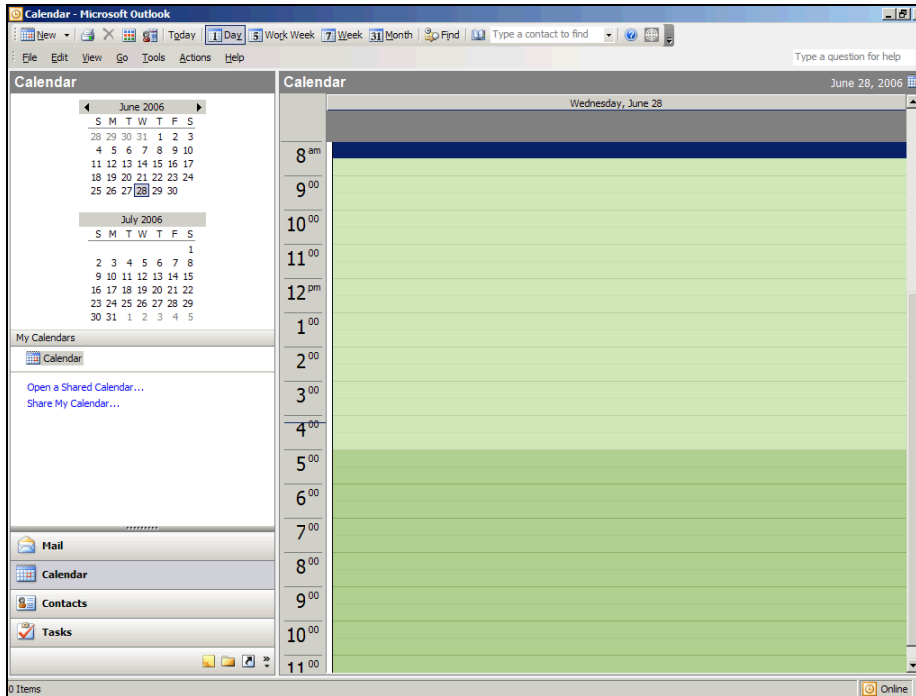
Once another Outlook user has shared their calendar you need to go through the steps to open a shared calendar.



Step	Action
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1. Click the **Calendar** shortcut.

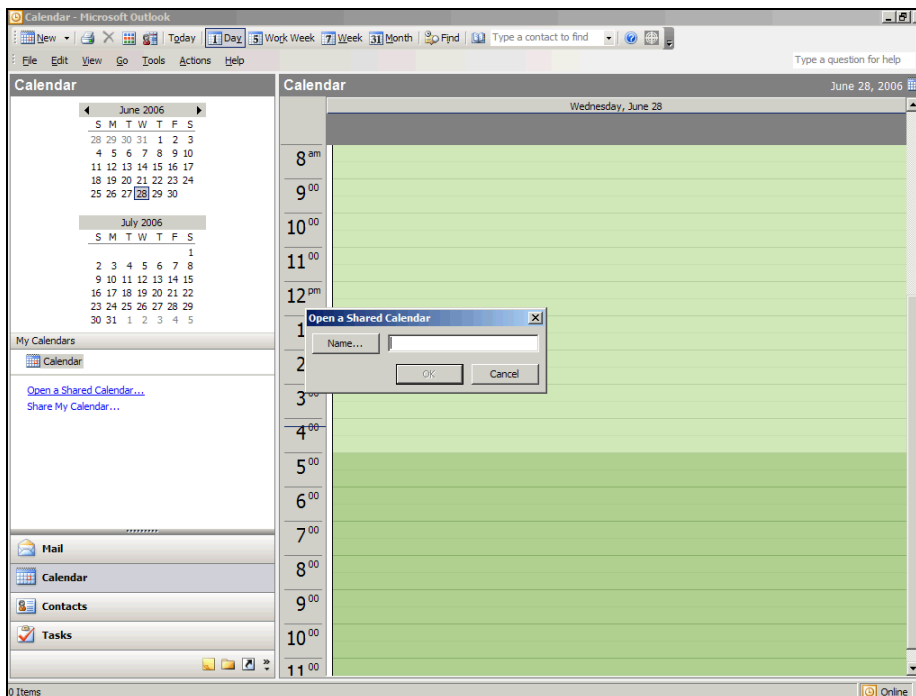





Step Action

2. Select **Open a Shared Calendar...**

[Open a Shared Calendar...](#)



- | Step | Action |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3. | Type the name of the Outlook user who's calendar you are trying to open and click OK .
 |
| 4. | Congratulations, you have successfully completed the topic on Opening a Shared Calendar.
End of Procedure. |