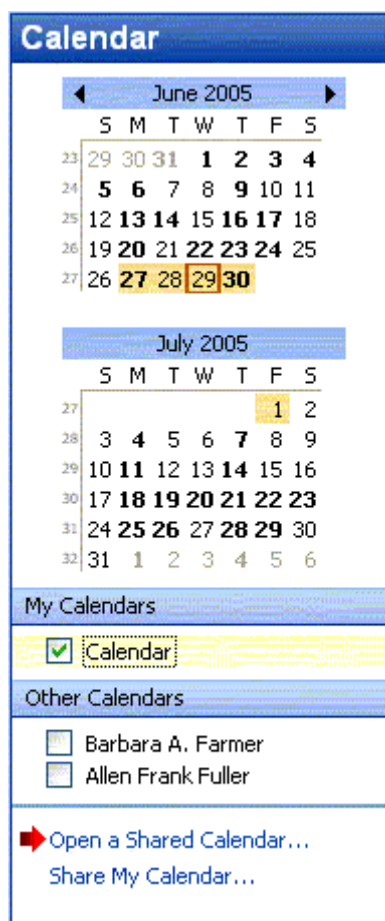


How do I open a shared calendar?

After a calendar has been shared to a co-workers, they can open and view the calendar. If the proper permissions have been set, an appointment or meeting can be added.

Opening a Shared Calendar - The First Time!

1. In the *Navigation Pane*, click the **Calendar button** or **icon**.
2. Click the **Open a Shared Calendar** link.



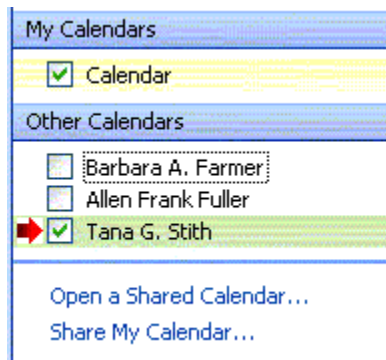
3. At the *Open a Shared Calendar* dialog box, type the **co-worker's user name**. As an alternative, click the **Name** button. Select the **co-worker's name** from the Global Address List.
4. Click **OK**.

5. The co-worker's calendar displays next to the calendar. See Figure 2. Click the image to enlarge it.



Close a Shared Calendar

To close a shared calendar, **uncheck** the **box** next to the co-worker's name.



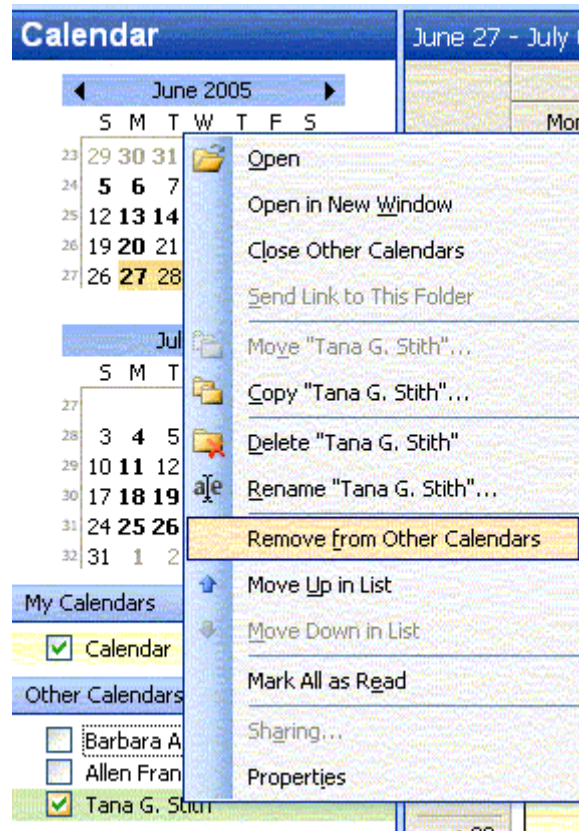
Opening Other Calendars

It is relatively easy to open after a calendar has been opened the first time. Simply **check** the **box** next to the co-worker's name. Two or more *Other Calendars* are displayed by checking the box next to the name.

Removing a Co-Worker from Other Calendars

A co-worker can be removed from the Other Calendars list.

1. **Right-click** the **co-worker's name** to be removed.
2. Left-click **Remove from Other Calendars** on the shortcut menu.



Open a Shared Calendar in a Separate Window

1. Right-click the **co-worker's name** in the *Other Calendars* section.
2. Left-click **Open in a New Window** on the *shortcut menu*.