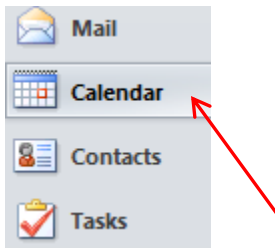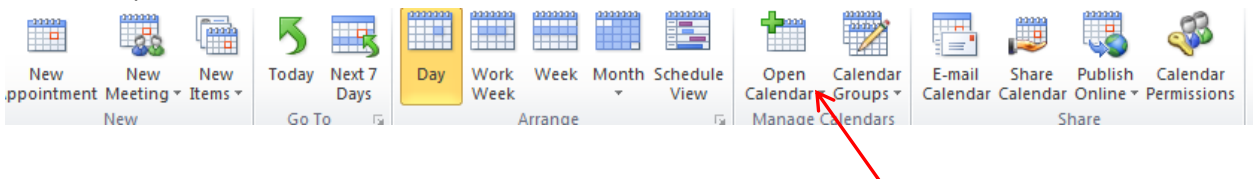# Viewing Someone Else's Calendar

Accessing Someone's Main Calendar Folder
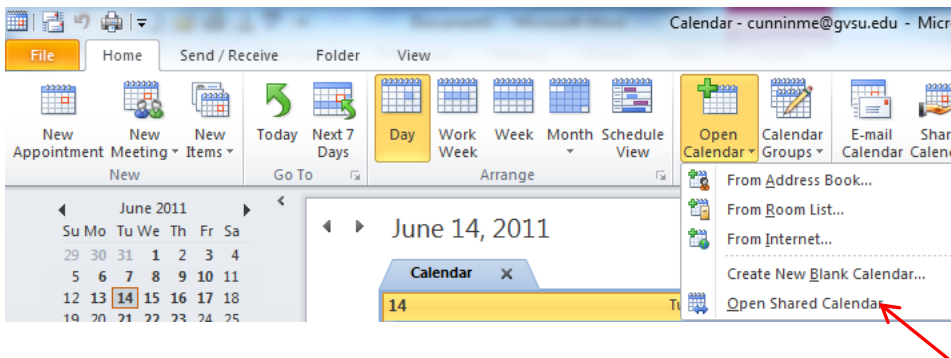(The calendar has already been shared)

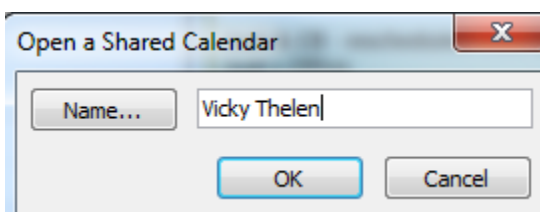1. Click on Calendar in the Navigation Pane

2. Click the Open Calendar button on the Home tab

3. Select Open Shared Calendar from the pop up menu that appears

4. In the Name Box, type the name of the person whose calendar you want to view.

5. If you do not know the name, click the Name Button. The Select Name: Global Address List dialog box appears. Select a name from this dialog box and click OK. You will be returned to the Open Shared Calendar dialog box (step 4)
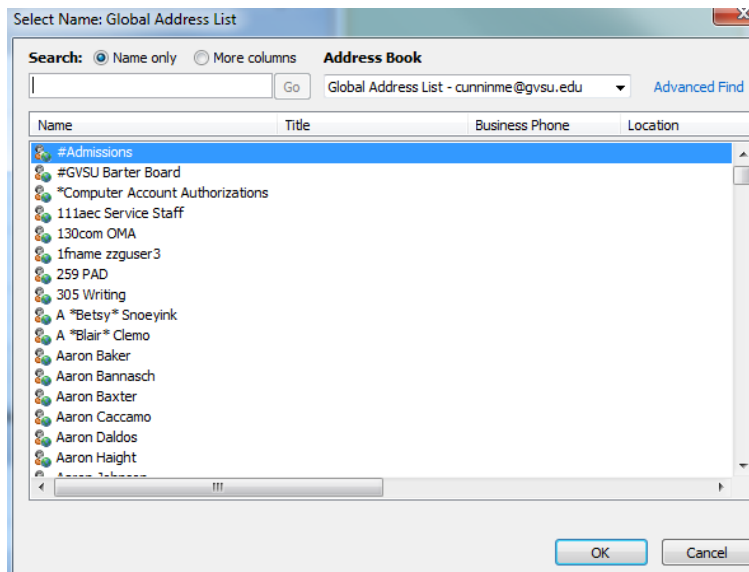
6. Click OK to open the Calendar.

7. Assuming you've been granted permission to open the calendar, it's added to the Shared Calendars list on the Navigation Pan and tucked in next to your open calendars. The names of the calendars currently displayed appear in the Navigation Pane with their check boxes selected. If you do not want to display this calendar, just uncheck its check box. The next time you want to view the calendar, click the check box. (**Note**: the difference in permissions on the calendars)

Shared Calendar List on the left Navigation Pane

Example of viewing multiple calendars

Viewing Someone Else's Calendar (Main Calendar Folder)