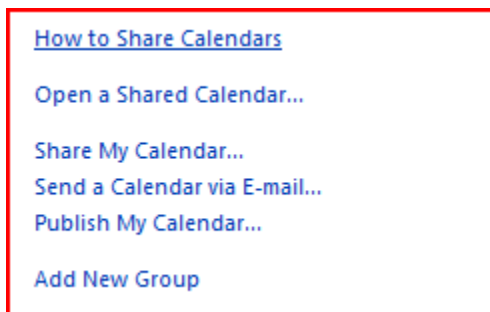


# EMAIL and Calendaring PROJECT 2009

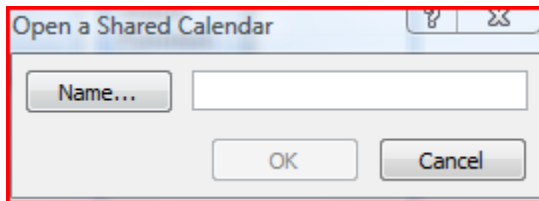
## OPEN A SHARED CALENDAR

OUTLOOK 2007 *in the* EXCHANGE ENVIRONM

- *The owner of the calendar you are trying to open must first grant you access.*
1. Open Outlook and from the left-hand navigator, click on the **Calendar** module.
  2. Click on the Link **Open a Shared Calendar**.



3. Type the name of the person/calendar into the Name box. If you are unsure of the name, click on the Name button to go to the Search window.



4. The calendar will be added under People's Calendars and will remain in the list. To view the calendar select the checkbox. Deselect the checkbox, to stop the calendar from displaying.

