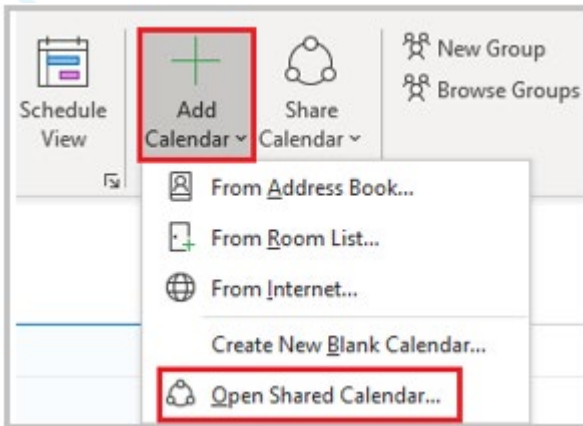


Opening a shared calendar in Outlook

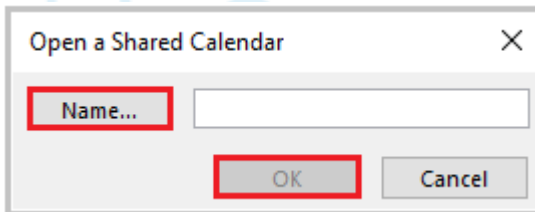
1. Click on the **Calendar** icon at the bottom left of the screen.



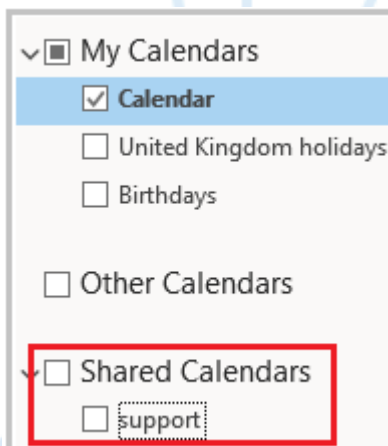
2. Click **Add Calendar** from the menu bar at the top. Select **Open Shared Calendar**.



3. Click **Name** select the shared calendar you would like to open from the **Global List**. Click **OK**.



4. The calendar you have just added will appear in **Shared Calendars**.



Please note to open any shared calendars, you will need **permission first**.