

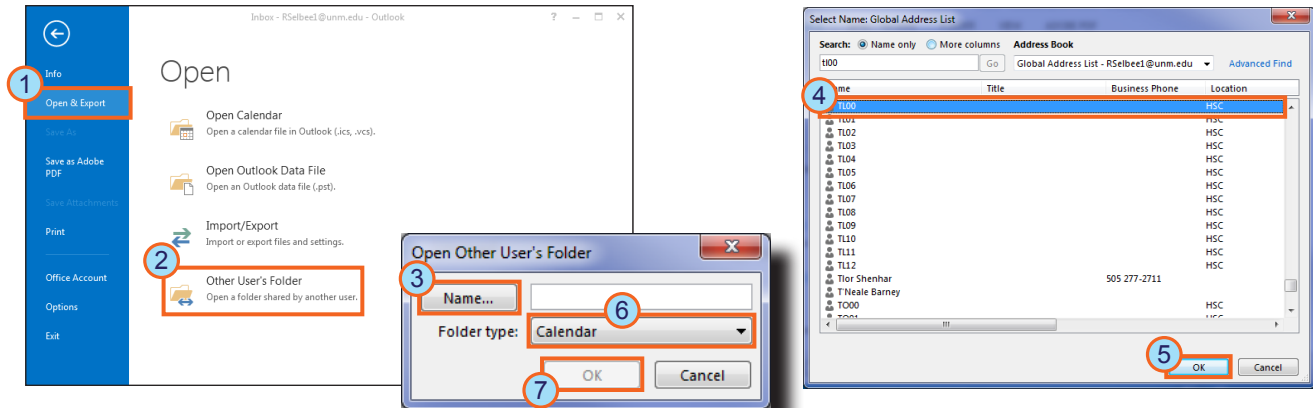
Shared Resource Accounts

Viewing a Shared Resource Calendar

To view a delegated calendar, you must add it to your calendar list.

1. On the File tab, click **Open & Export**.
2. **Click Other User's Folder.**
The Open Other User's Folder dialog box opens.
3. **Click the Name button.**
The Select Name window opens.
4. **Select the name of the calendar owner.**
5. **Click the OK button.**
The Select Name window closes and the focus is returned to the Open Other User's Folder dialog box.
6. **Select Calendar** in the folder type field.
7. **Click the OK button.**

The delegated calendar appears while in the Outlook calendar view. To view the calendar check its selection box. To hide the calendar, uncheck its selection box.



Shared Calendar Selection

