# Communicate Collaborate Connect

### 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.

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# *≣Fast* **View**

## Outlook 2013

Page 3 of 3