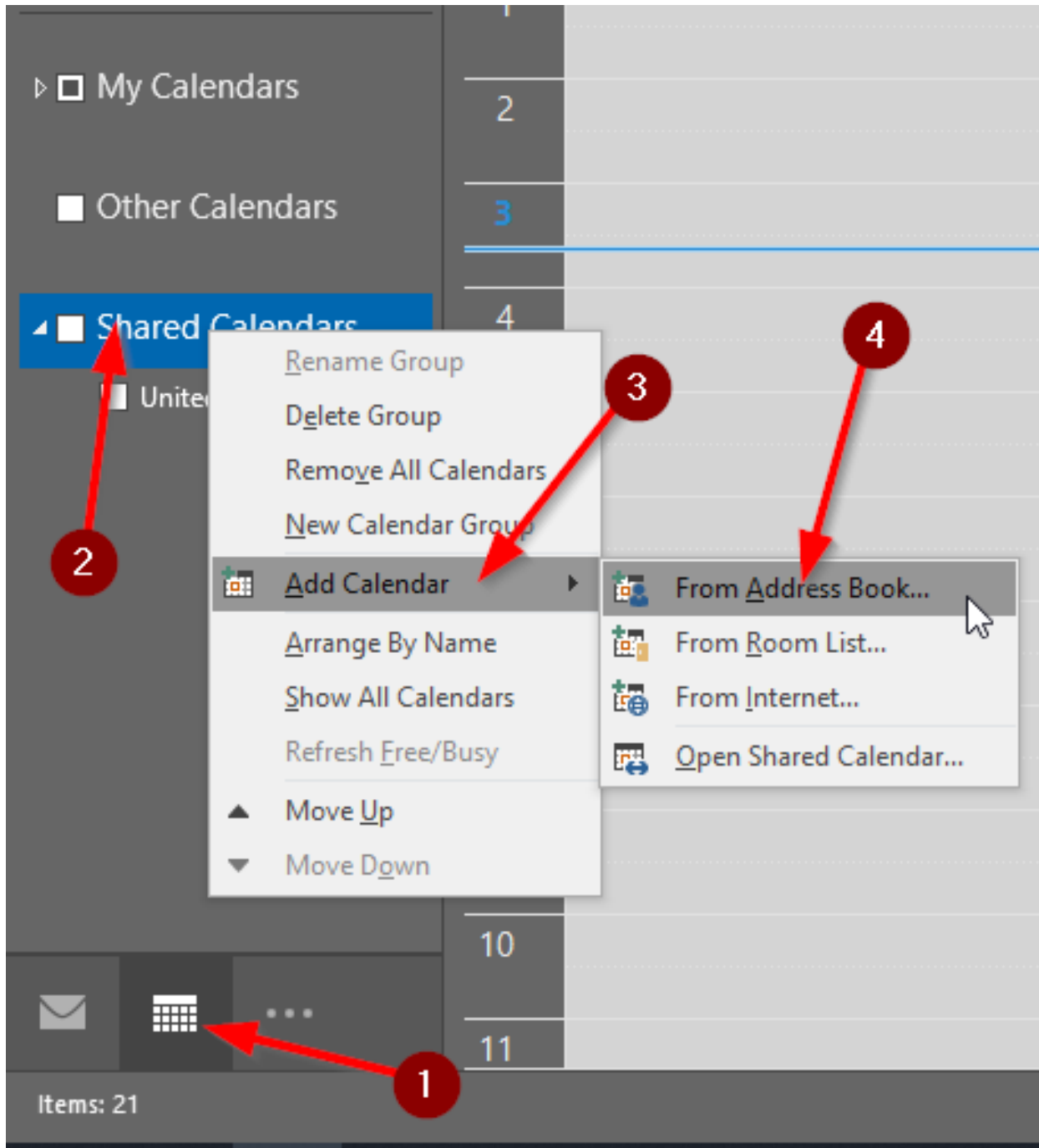


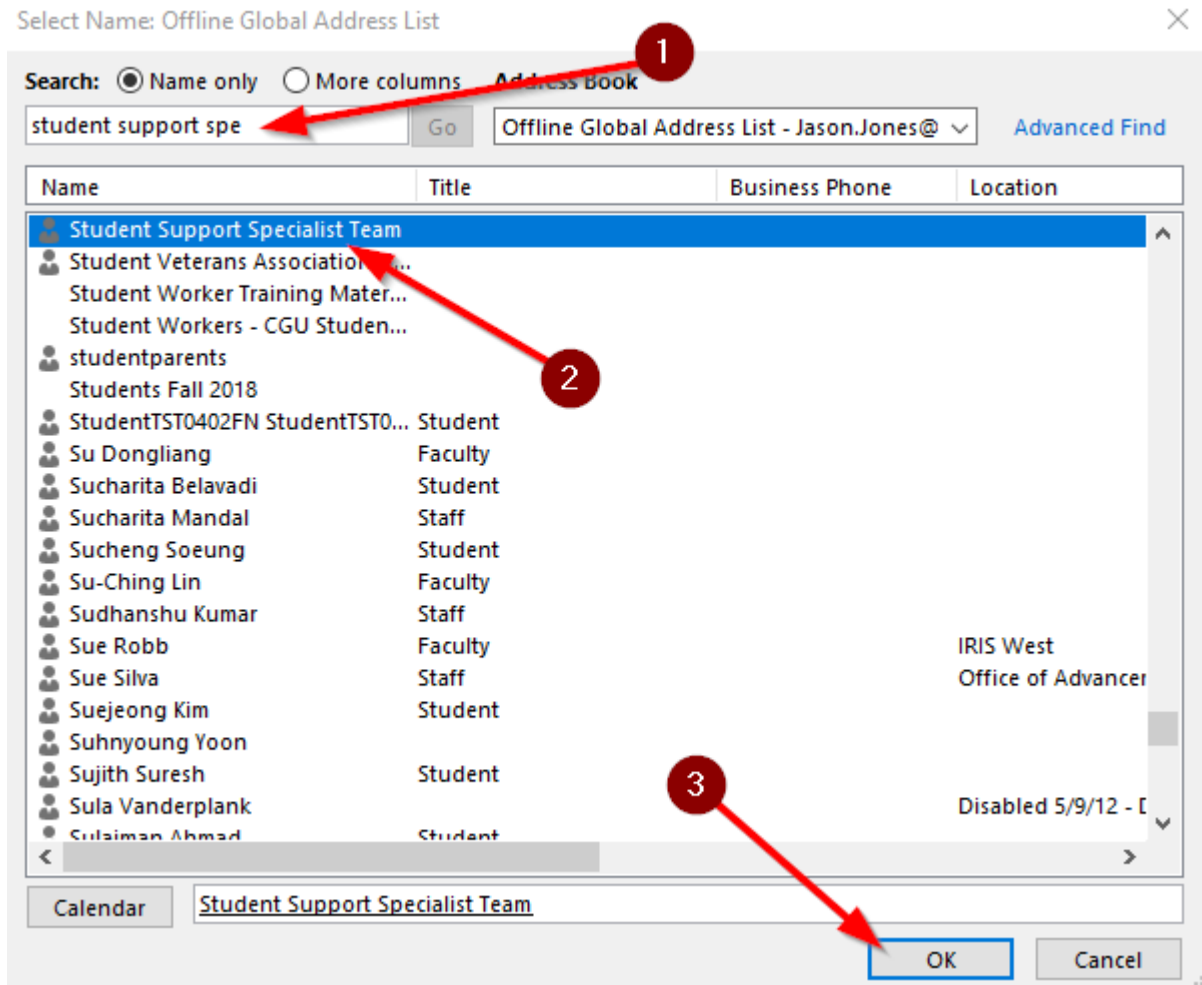
Opening a Shared Calendar

Outlook for Windows

1. In Outlook click the Calendar tab in the bottom right, then right click on Shared Calendars (You may need to scroll down to see this). Click on Add Calendar -> From Address Book...



2. Search for the calendar that you want to open and double click. Then click OK in the bottom right.



3. You should now have access to the calendar.

