

# Open A Shared Calendar In Outlook

When someone shares his or her Exchange calendar with you, you can access it using Outlook 2003 or Outlook 2007. You must open the shared calendar before you can see it.

## Open a Shared Calendar

To open a shared calendar in Outlook 2003/2007, do the following:

1. Open Outlook 2003 or Outlook 2007.
2. Click *Calendar* on the side of the window, or click *Go > Calendar*.
3. Click *Open a Shared Calendar...* on the left side of the window.
4. Type the last name or UserID of a person who is sharing a calendar with you. Then click *OK*.
5. The shared calendar will automatically open to the right of your calendar.

The shared calendar will remain available in Outlook after you follow these steps the first time. You can display or hide a shared calendar using the check box next to the calendar's name on the left side of the window.