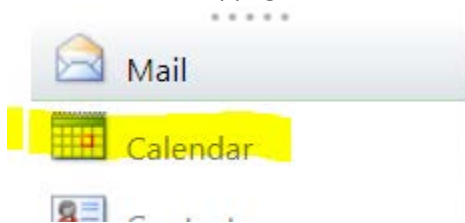


Open Shared Calendars in Outlook Web Access

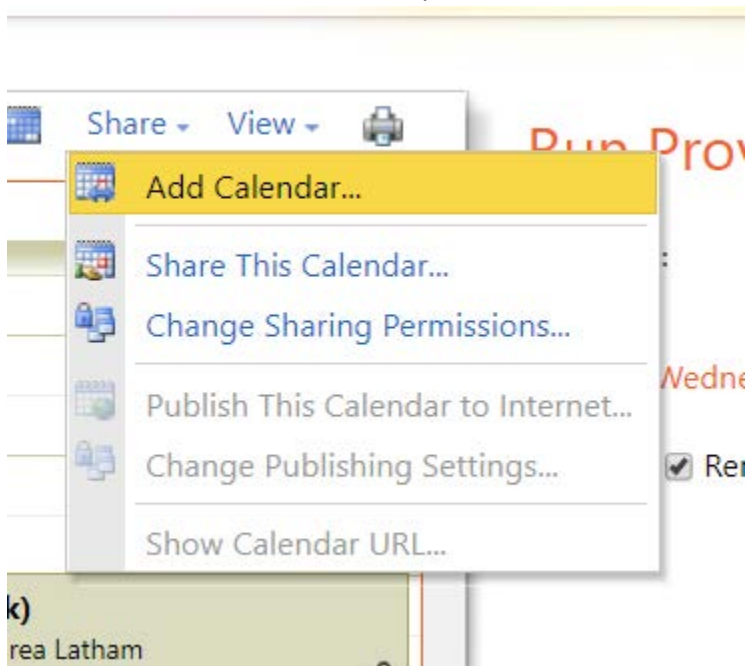
1. In Outlook Web App, go to Calendar at the bottom left of the screen:



2. In the Calendar mode click on Share in the top menu bar:



3. Choose Add Calendar from the drop-down menu:



4. Type in the name of the person whose calendar you want to see and click OK. You will see the calendar pop up on the left side of your Outlook pane.