## Module 6 - Viewing Shared Outlook Calendars

**Works For:**
- Web Client - No
- Desktop Client - Yes

View: [http://www.youtube.com/watch?v=Y0c6nwm05dI](http://www.youtube.com/watch?v=Y0c6nwm05dI) for further assistance

### Desktop Client Instructions Only:
*There are two ways to open a calendar that has been shared with you.*

<table>
<thead>
<tr>
<th>Option</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>In your email, you will receive a message that a new calendar has been shared with you. Click the link at the top labeled “Open This Calendar” (Once you click on that link, the calendar will now be available to you in the Calendar section of Outlook)</td>
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</tbody>
</table>
| 2      | **1.** In the Calendar section, click on “Open Calendar” in the top center of the page  

2. In the box that opens, either type in the users email that shared their calendar, or find them through opening your contact list. This is done by clicking the icon to the right of the users box.  

3. When you have identified the user, click the OK button to open the |
**If you have the correct sharing permissions to view this calendar, it will appear on the left of the calendar screen. If you do not, you will be prompted to send a sharing request**