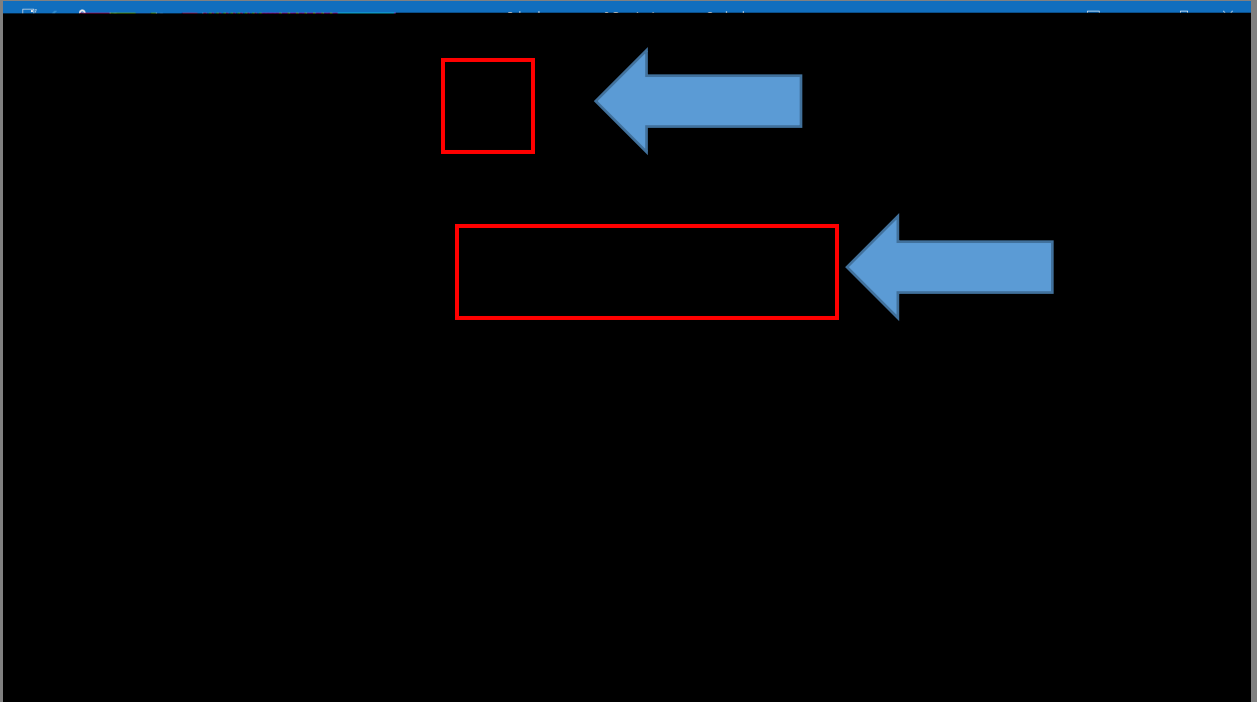
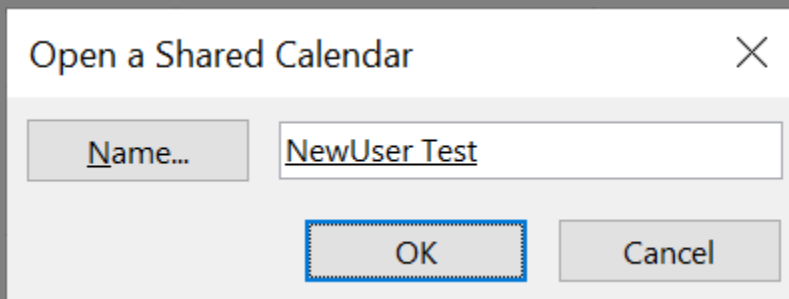


## Open another person's Exchange Calendar

1. Open your
2. In the group, click , and then click



3. You can type the name of the user who shared their Calendar with you in the box, or click to select their name from the . Once selected, click on



The shared Calendar appears next to any calendar that is already in the view under



If the other person whose Calendar you want to open hasn't granted you permission to view it, Outlook prompts you to ask the person for permission. If you click **Yes**, a sharing request email message opens automatically. The message requests the person to share his or her Calendar with you and also provides the option to share your default Calendar with him or her.