How to Open a Shared Calendar

You may pause this tutorial by clicking the pause and resume buttons. You may also click the track buttons to advance forward and backward.

For more information about the ECS project and to provide your feedback, please contact ecstrain@uvic.ca.
In order to open a Shared Calendar, you must first be given the appropriate access. If you have received a Sharing Invitation from another Outlook 2003 or 2007 user, you have two ways to open it:

1. You can click on **Open a Shared Calendar** on the your Outlook Task Pane. This will open the **Open a Shared Calendar** dialog box.

2. Click on **Name** to access the **Global Address List** or type in the person’s name as it appears in your Contacts folder. Then click **OK**.
3. Or, you can click on the File menu and select Open → Other User’s Folder.

4. Click on Name to access the Global Address List or enter the name as it appears in your Contacts folder, and then select Calendar as the Folder type. Click OK when you are finished.

**Note:**

Using this method to open Shared Calendar also gives you the option to open other shared folders as well, however, for the purposes of this tutorial we will select Calendar.
5. The **Shared Calendar** you have opened is now visible and appears under **People’s Calendars** in the Outlook Task Pane.

   Should you wish to close the calendar, just deselect the box beside it.

**Note:**

For information on how to view the permissions on **People’s Calendars**, see slide 7 of this tutorial.
6. If you have not been granted access to someone’s calendar, you will receive an alert message asking if you would like to request access, click Yes or No.
If you selected Yes, a Sharing Request window will automatically open.

7. Add a message in the field provided (if you wish) and click Allow recipient to view your Calendar if you would also like to share your calendar with this person. Click Send when you are finished.

8. A dialog box will appear asking you to confirm that you would like to share your calendar. Click Yes or No.
9. To view your permissions on People’s Calendars, right click on the appropriate calendar and select Properties from the drop down menu.

10. Click on the Summary tab to view your permissions.
To view other related tutorials on Outlook Exchange 2003 and 2007, please visit helpdesk.uvic.ca/ecs.