How to Open a Shared/Delegated Mail or Calendar Folder

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.
To open a shared/delegated Mail or Calendar folder, you must have delegate permissions. For information on delegating a Mail or Calendar folder, please see the tutorial titled “How to Delegate your Mail & Calendar Folders”.

1. Click on the **File** menu and select **Open Other User’s Folder**.

2. In the **Open Other User’s Folder** dialog box, click on the down arrow beside **Type** and select **Calendar**.

3. Now, click on the **Person** icon to access the **Global Address List** and search for the user.

**Note:**
You can also select **Inbox** or **Address Book** as the folder type.
4. Enter the user’s name in the **Search** box and click on the **Find** button. (You can enter a full or partial name.)

5. Click to highlight the name in the list retrieved and then click **OK** to return to the *Open Other User’s Folder* dialog box.

6. You will see that the user’s name has been added. 
   Click **OK**.
7. The user’s Calendar has now been added to your Entourage task pane.
To view other related tutorials on Entourage 2004 & 2008, please visit helpdesk.uvic.ca/ecs