

Open & Use an Outlook 2007 Shared Calendar

Situation:

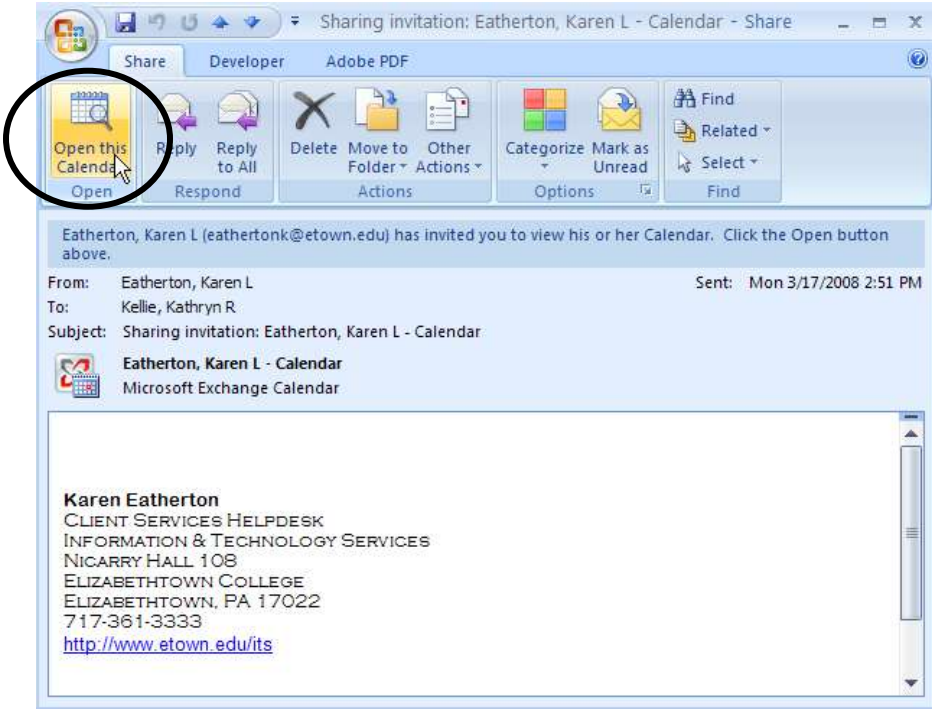
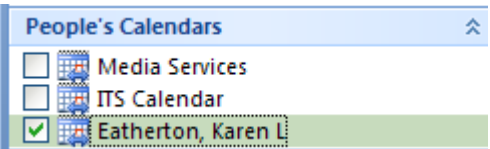
You have been granted access to someone else's calendar. Now how do you view the calendar to use it?

Overview:

The easiest way is to open the notification email you received and click the link at the top of the message to add the calendar to your list of calendars.

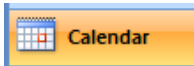

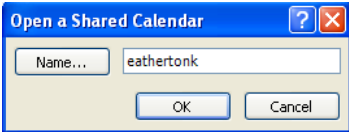
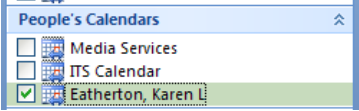
Step by Step Instructions:

Display Calendar from the notification email

1.	When someone allows you access to their calendar or one of their sub-calendars, they usually notify you of this with an email generated by Outlook. This is what the email looks like: <div data-bbox="873 743 1430 787" style="border: 1px solid black; padding: 2px; display: inline-block;">Sharing invitation: Eatherton, Karen L - Calendar</div>
2.	Open the email
3.	Click Open this Calendar 
4.	The calendar is added to the calendar list and its box is checked. The calendar is displayed. You can now read appointments, etc. 

5.	<p>The person who allowed you access to the calendar has set permissions of what you can do on the calendar</p> <ul style="list-style-type: none"> • Reviewercan read items, but can't create, edit or delete • Authorcan read and create items, but can't delete or change items • Editor.....can read, create and modify items
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Display Calendar manually

1.	Select calendar	
2.	Near the bottom of the calendar list, click the link to Open a shared calendar...	
3.	Type the email name of the owner of the calendar. Click OK.	
4.	The calendar is displayed	
5.	If you receive an error message, click Name...and select their name from list that appears.	