

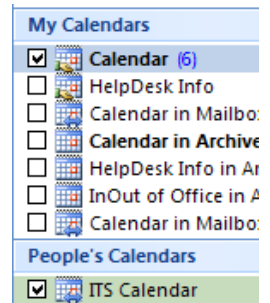
# Overlay Calendars in Outlook 2007

## Situation:

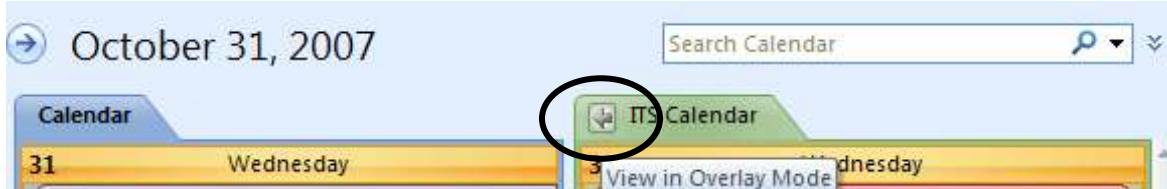
If you keep track of several calendars, and I've seen people who track 9 calendars besides their own; it would be nice to see all the appointments merged into one calendar. Outlook 2007 can do this, in a manner similar to Google Calendar.

## Step by Step Instructions:

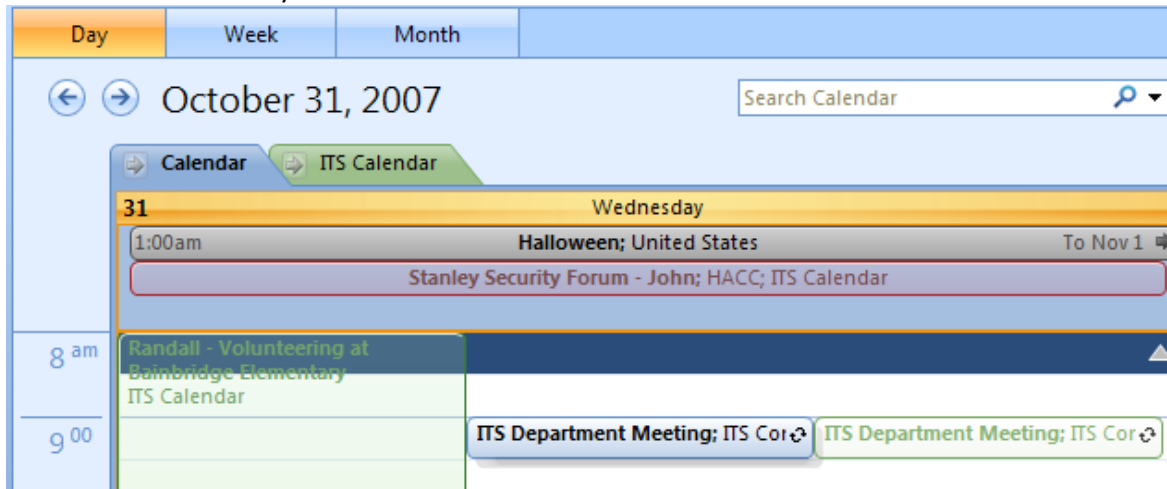
1. Change to Calendar view and then select more than one calendar in the list.



2. All calendars are displayed side by side.
3. Point to the teeny arrow next to one of the calendar tabs.
4. Click the teeny arrow to select "View in Overlay Mode".  
The calendars are overlaid one on top of another.  
The calendar that is active (the one you clicked) displays visually highlighted appointments.



5. Calendars are in Overlay Mode



6. Click the teeny arrow icon again to display calendars side by side.

