Open another person's Exchange Calendar

When another Microsoft Outlook user grants you permission to his or her calendar, you can open it in Outlook. If you do not have permission, a permission request e-mail message is sent to the other person.

Note A Microsoft Exchange Server account is required.

1. In **Calendar**, on the **Home** tab, in the **Manage Calendars** group, click **Open Calendar**, and then click **Open Shared Calendar**.
2. Type a name in the **Name** box, or click **Name** to select a name from the Address Book.

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

   After you access a shared Calendar for the first time, the Calendar is added to the Navigation Pane. The next time that you want to view the shared Calendar, you can click it in the Navigation Pane.

   If the other person whose Calendar you want to open has not granted you permission to view it, Outlook prompts you to ask the person for permission. If you click **Yes**, a sharing request e-mail 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.

Tip You can quickly schedule a meeting with people whose calendars you can view. Select multiple calendars. On the **Home** tab, in the **New** group, click **New Meeting**, and then click **New Meeting with All**.

Notes

- Even if the other person has created an additional calendar, you can open only the person's default Calendar.
- To remove a calendar from the **Other Calendars** list, right-click the calendar, and then click **Delete Calendar**.
- The owner of the calendar items controls who can see the items and change them..