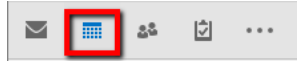
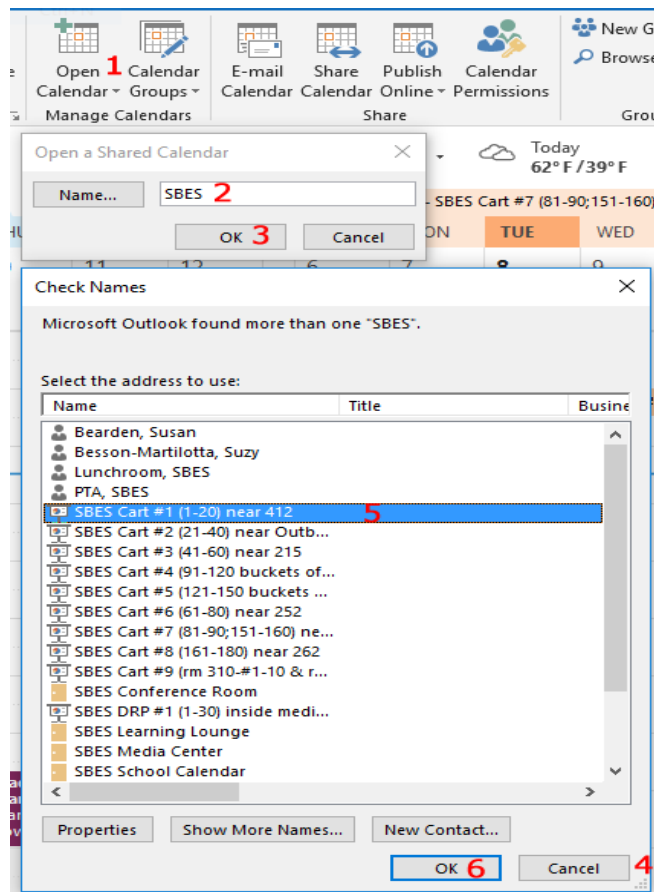


Accessing Shared Outlook Calendars

Go to the Calendar Section in Outlook:



1. From the options at the top click the **Open Calendar** icon and choose **Open Shared Calendar**
2. In the Name field, type SBES
3. Click **OK**
4. There is a grey triangle at the bottom right corner of the Check Names box - click and drag to enlarge to box so that you can see all calendars
5. Click on the first cart calendar
6. Click **OK**
7. Repeat steps 1 - 6 until all calendars have been selected



****This will put all the calendar in your choices on the left either under Shared Calendars or Rooms. From this point on, you will always have access to these. Uncheck the Shared Calendars button to close all the calendars. When needed - check the box in front of the calendar name to show it**