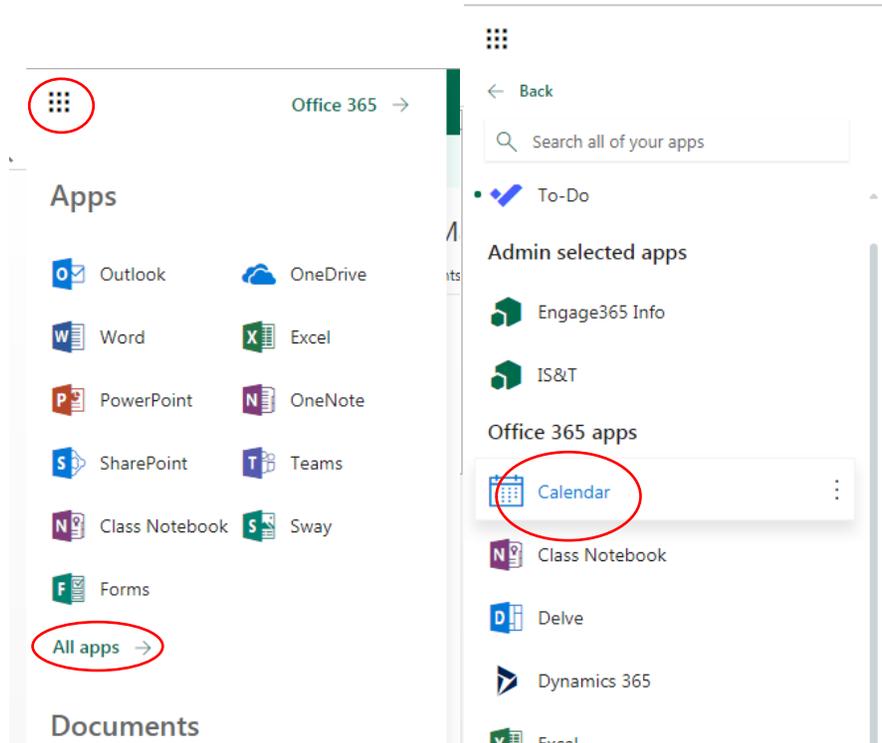




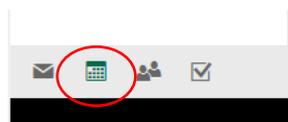
## Access a shared calendar

- 1) Open the calendar, you can do this via the Apps section by opening up the Apps, select “All apps” and then select “Calendar” from the App listing



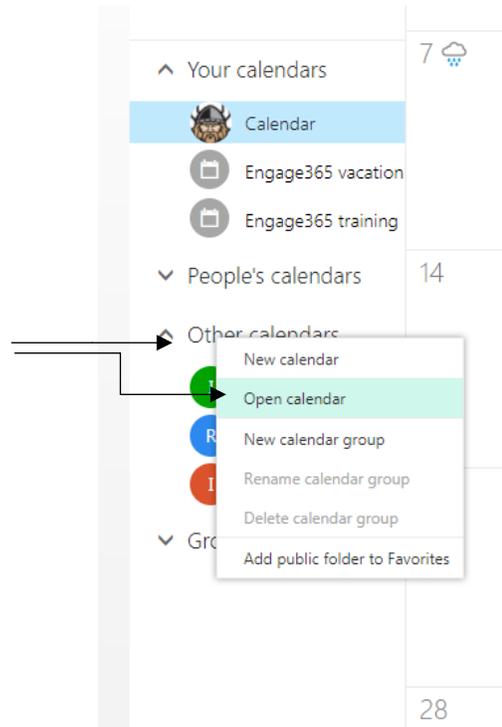
OR

In the lower left corner select the calendar icon.





- 2) Right click on “Other Calendars” and then select “open calendar”. Note: do not right click on “your calendars” as this will create the link under that heading and if you have the ability to update / manage the other calendar, any changes you make to the other person’s calendar will not replicate to their calendar. Putting the calendar under this heading makes is available to yourself only.





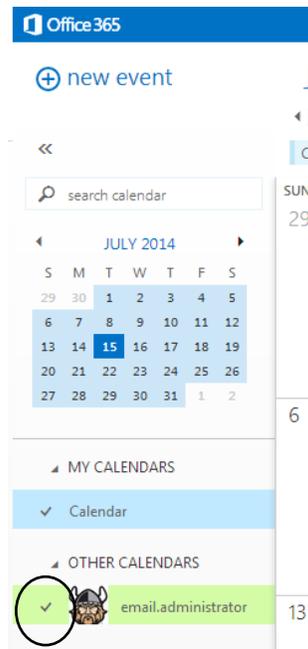
- 3) Under “from directory” enter the email address of the account you wish to access. Once it is located, confirm that it is the correct account and select “open”. Note: if the individual whose account you are attempting to access has set their FERPA option to “Yes”, then their address will not be listed in the public directory and will not be able to be located. The individual will have to set their FERPA option to “No” to complete this process.

open calendar

From Directory:

Internet calendar:

- 4) A link to the calendar will be created under the “other calendars” heading. To have it viewable, simply ensure that it is checked. To hide it, uncheck the calendar. When a calendar is unchecked, it will not remove the link, it simply hide the calendar from being viewed.





Optional: to make it easier to distinguish one calendar's entry from another, when viewing more than one at a time, set a unique color to be associated with that individual calendar. Simply right click on the calendar whose color you wish to set, select "color" and then the color to be assigned to that calendar.

