



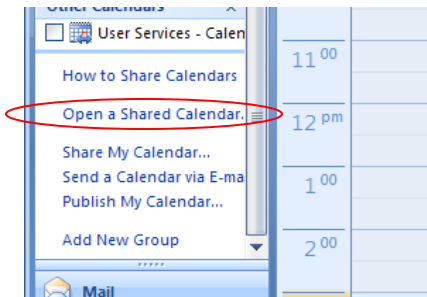
## Open a shared calendar

Date: December 2, 2009

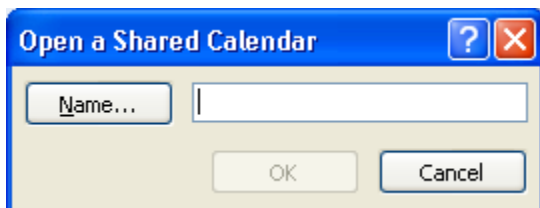
Version: 1.0

### Open a shared calendar

1. Click on **Open a Shared Calendar**



2. Enter the full first and last name of the person who has shared their calendar with you OR click **Name** to find their name on the employee list.



3. Click **OK** when finished