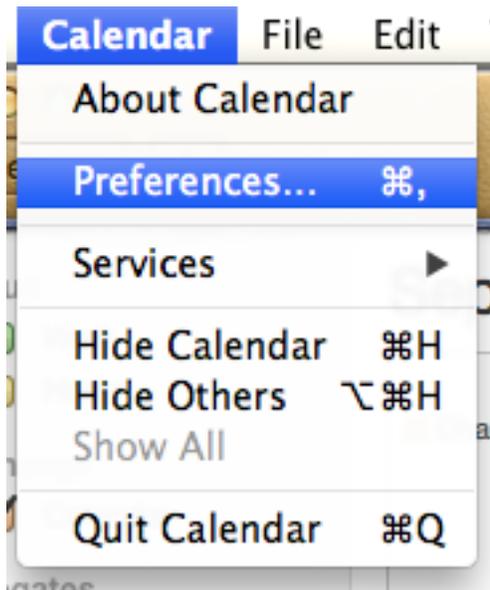


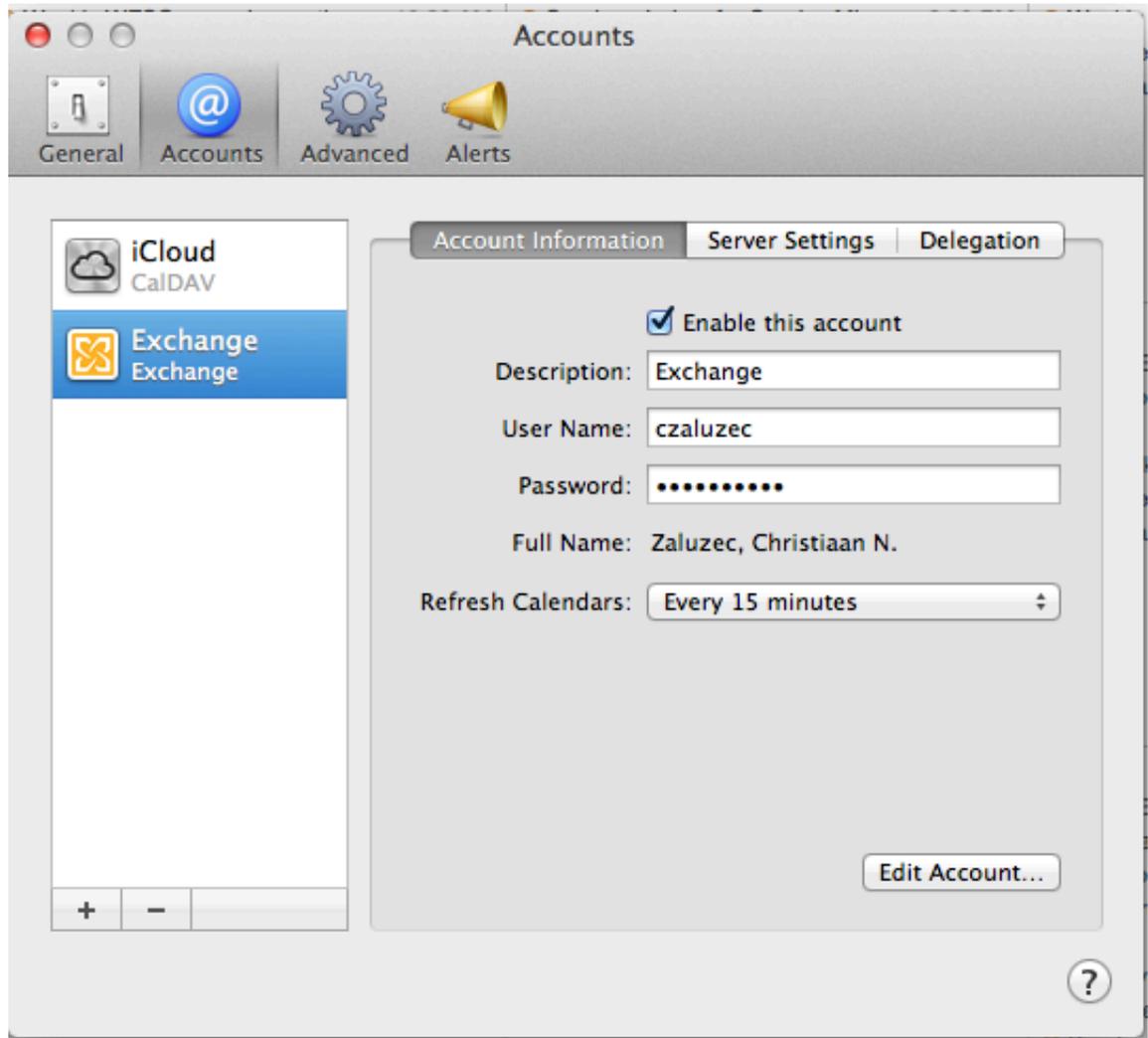
Connecting to a Shared Exchange Calendar with iCal

9/20/13

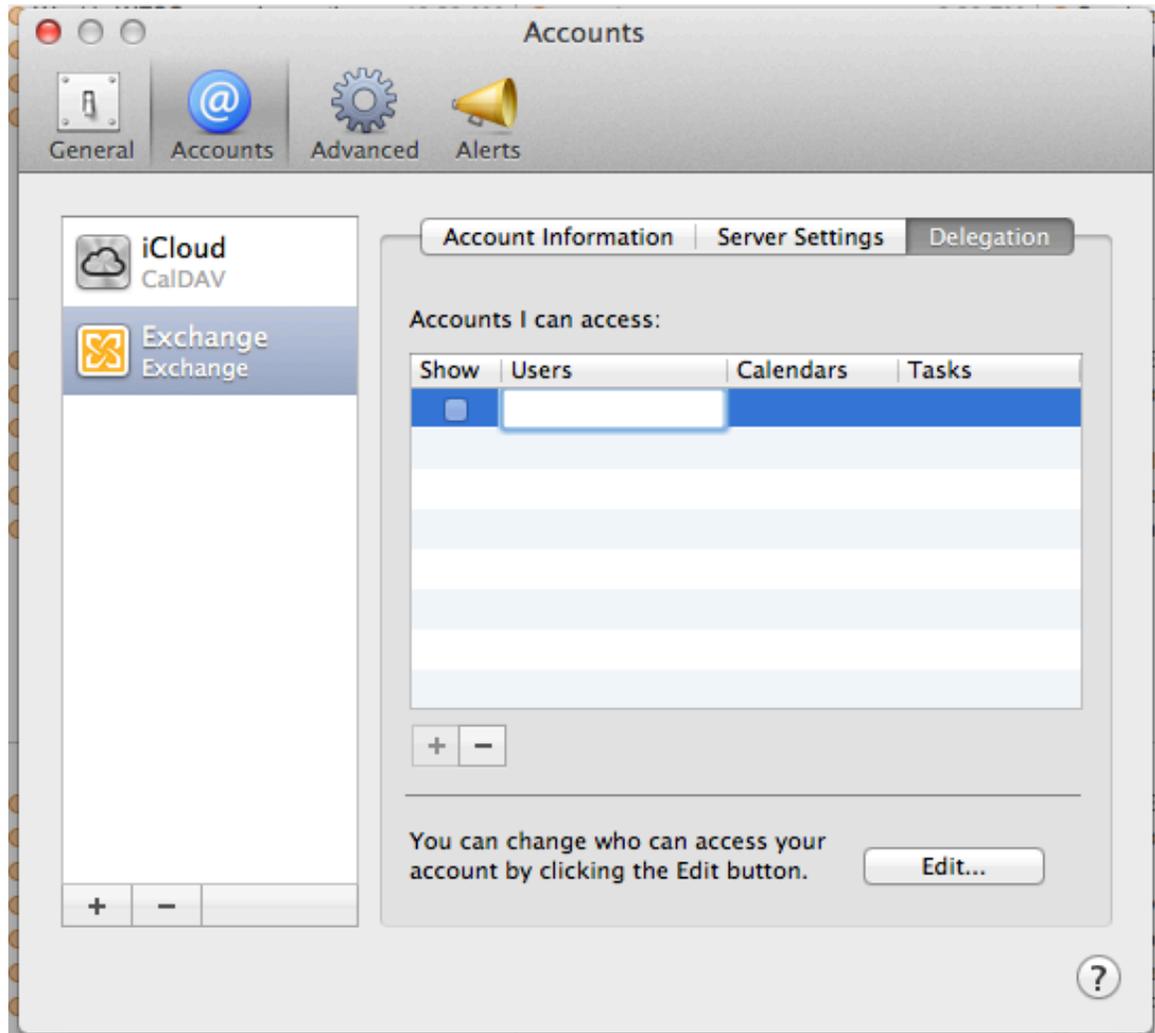
1. Open iCal. From the Calendar menu, Choose "Preferences"



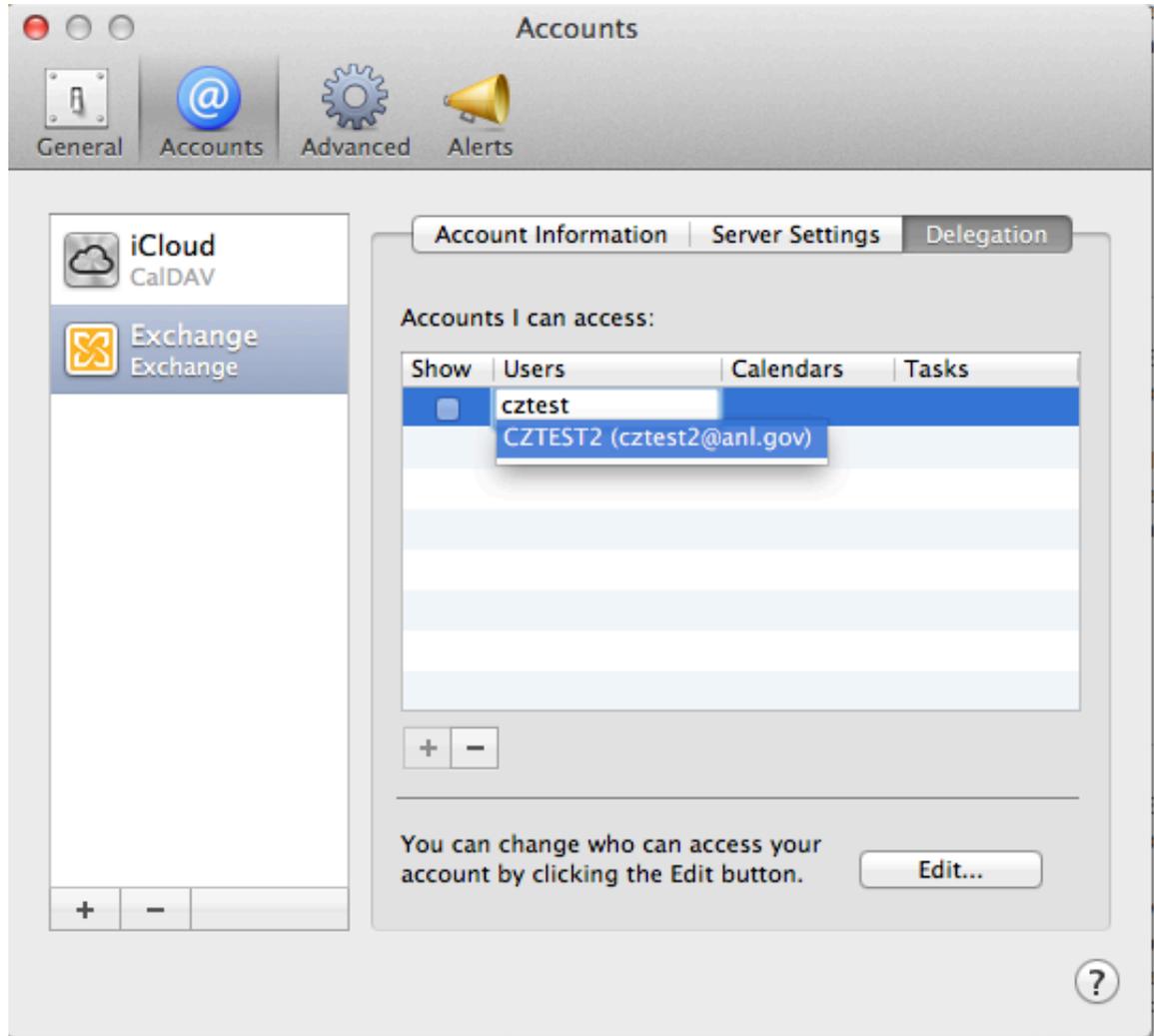
2. Click the "Accounts" tab, and then the "Exchange" Icon.



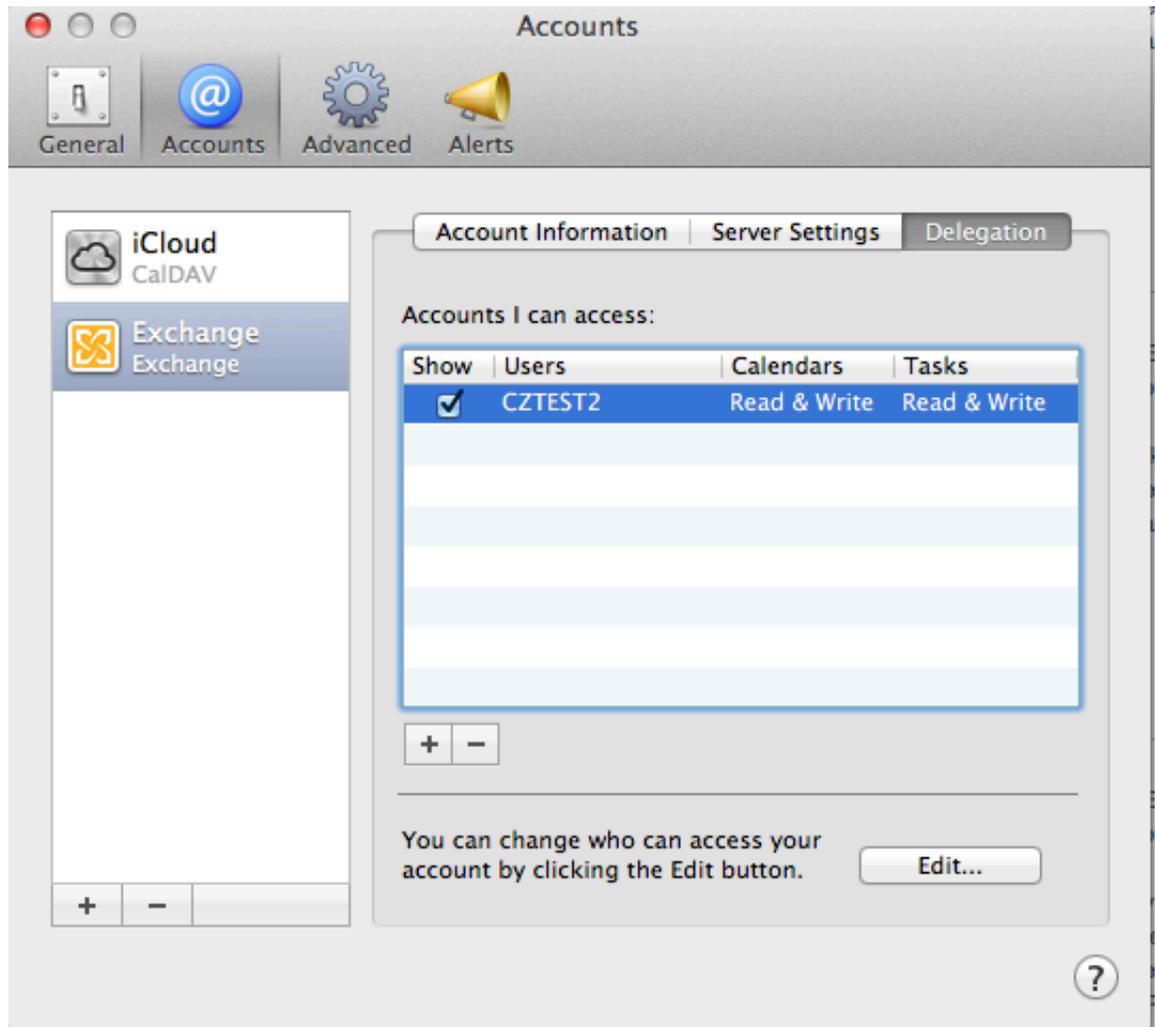
3. Choose the “delegation” option, then click the “+” symbol underneath the “Accounts I can Access” list box



4. In the resulting field, start typing the name of the shared calendar which you would like to add to iCal. Highlight the appropriate name and hit enter to add it to the list.



5. Check the “show box” next to the name of the calendar to add it to your iCal view



6. You can add additional Calendars by repeating these steps in the same window. When you have finished adding calendars, you can close the Preferences window

7. The shared calendars you selected will appear under the “Delegates” header in your iCal Calendar list .

