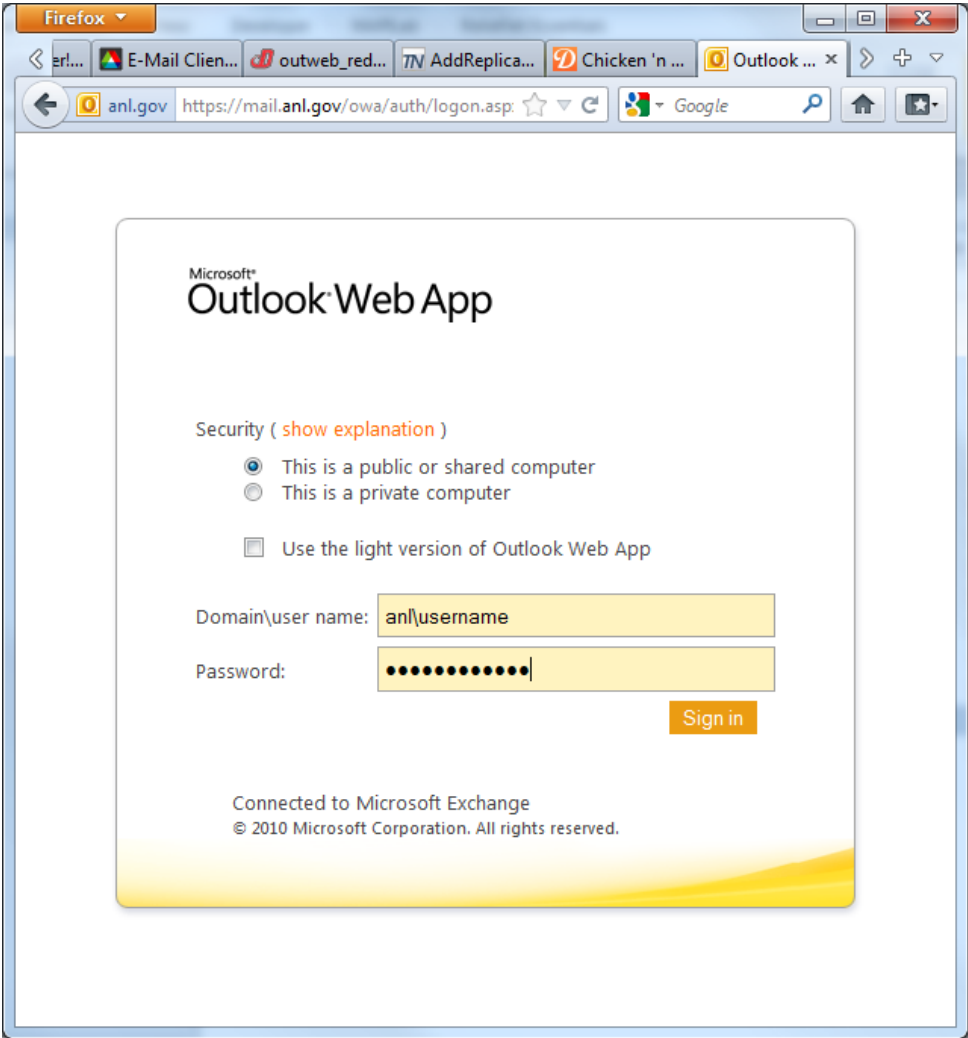


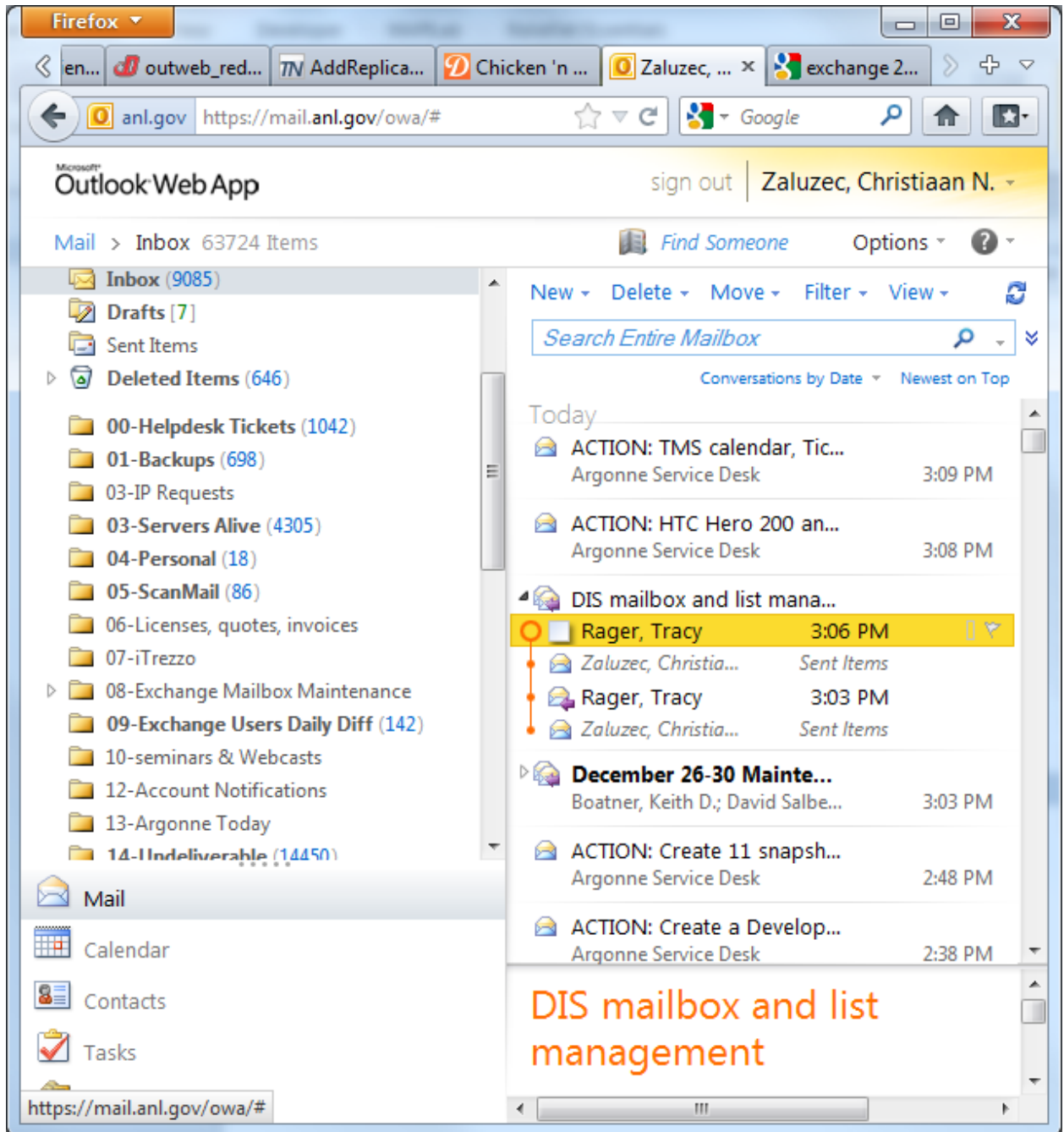
# How to view another user's Calendar using Outlook Web Access for Exchange 2010

11/27/2012

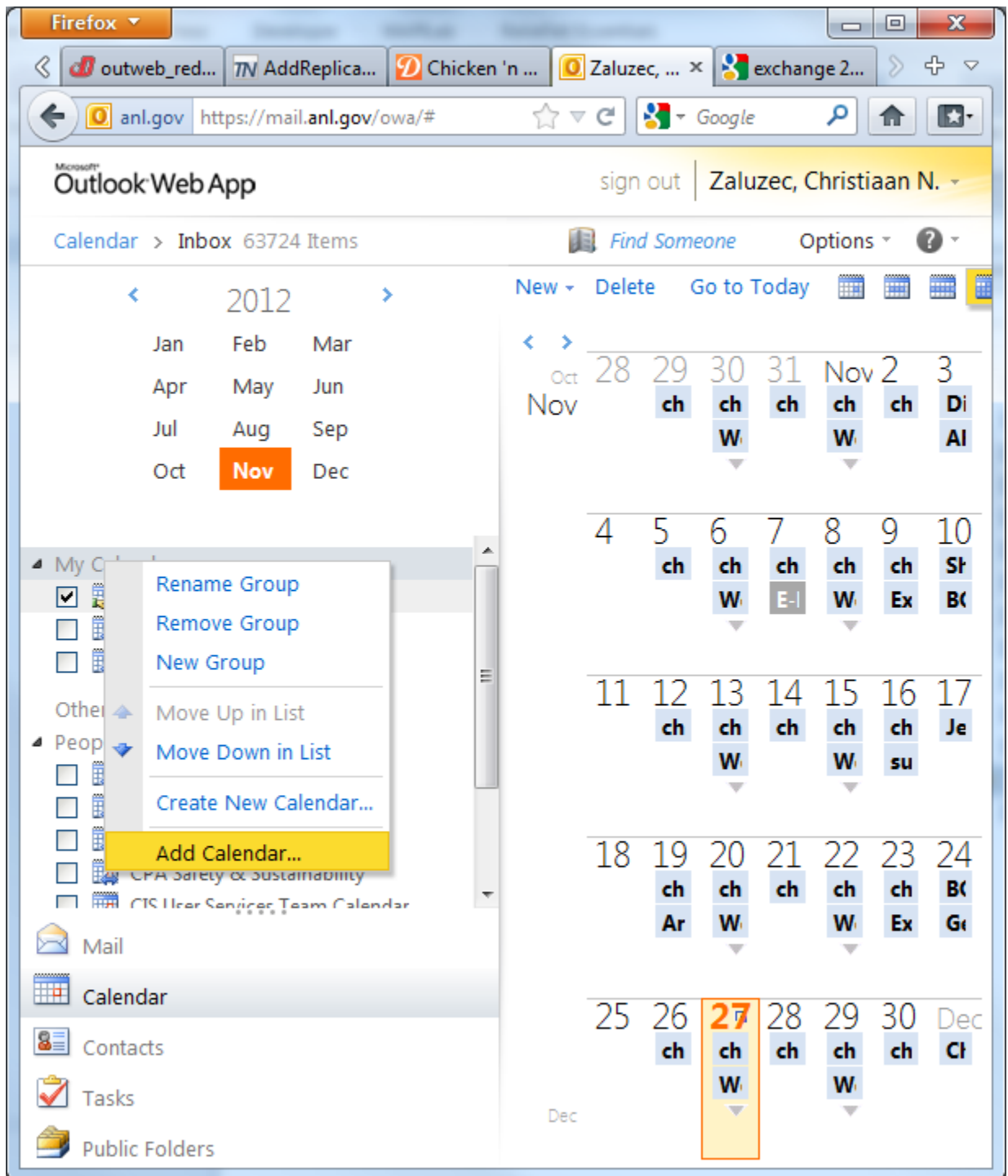
- 1. Open a web browser and browse to mail.anl.gov
- 2. Log in with your anl username and password



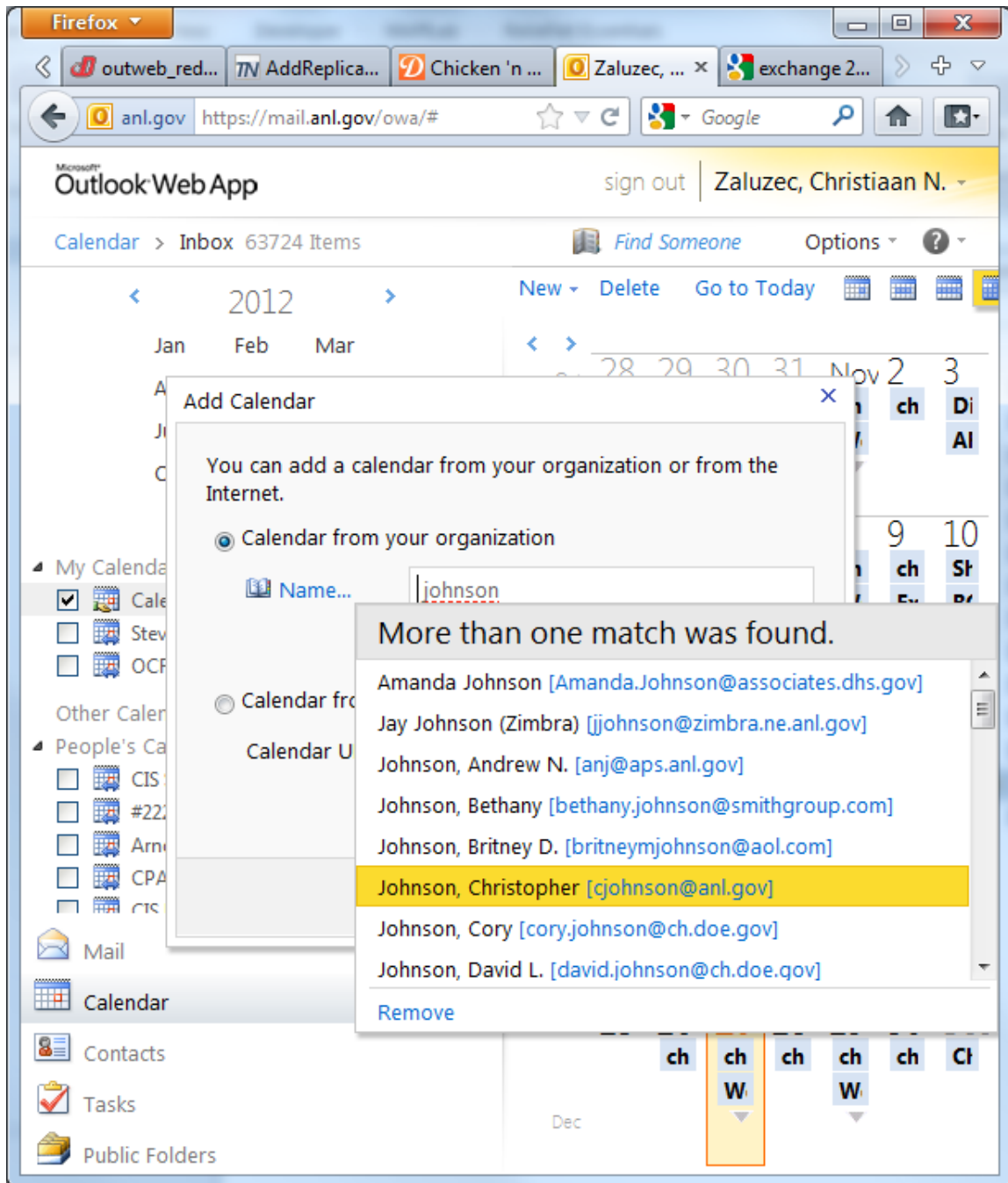
3. Click the “Calendar” Button at the bottom left portion of your Browser window



4. Right click on "My Calendars" and Choose "Add calendar..."



5. Type in the last name of the user whose calendar you would like to view, and hit enter. If more than one user is displayed, choose the appropriate one from the list.



6. The calendar you chose will now show up in the "other calendars" list. Use the check boxes to choose which calendars you would like to have displayed in Outlook Web Access

