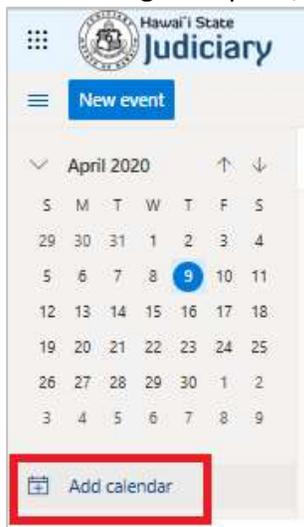
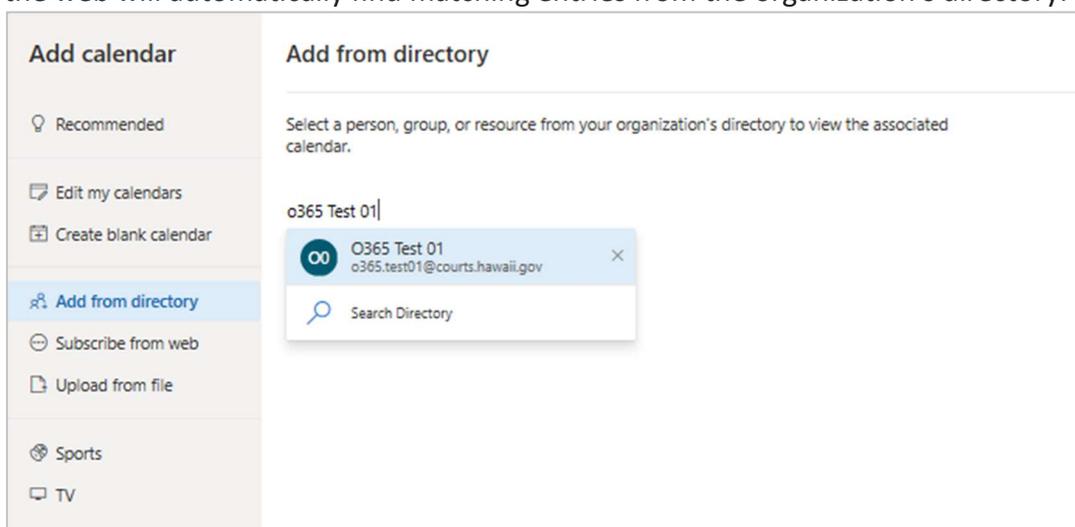

How to Open a Shared Calendar

To access a calendar that was shared with you (ex: your boss's calendar or a co-worker's calendar), follow the instructions provided below.

1. At the bottom of the page in Outlook, select  to go to Calendar.
2. In the navigation pane, select **Add calendar**

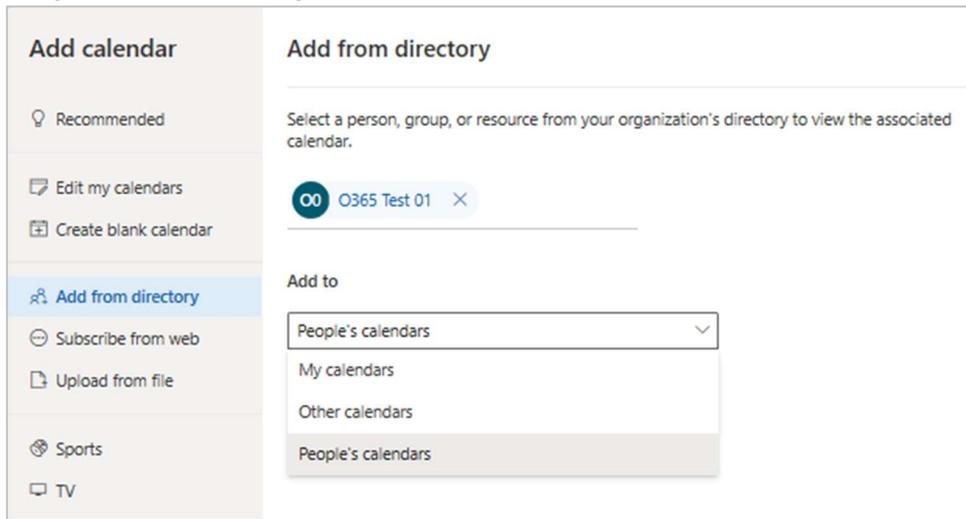


3. If adding another State of Hawaii Judiciary calendar, under **Add calendar**, select **Add from directory** and enter the name or email address of the calendar you want to add. Outlook on the web will automatically find matching entries from the organization's directory.

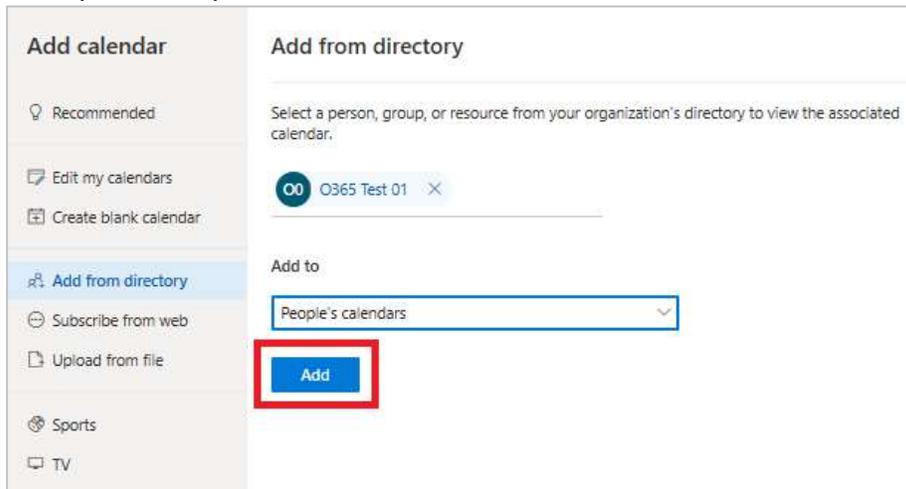


Note: If you do not see the calendar you want to add click **Search Directory**, which will provide more search options.

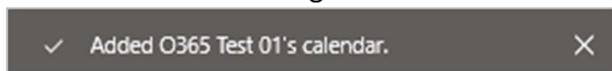
4. Select which of your calendar folder views you want to add this calendar. Options include **People's calendars**, **My calendars** or **Other calendars**.



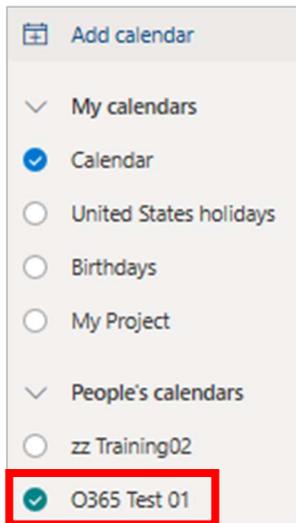
5. After you make your selection, click **Add**.



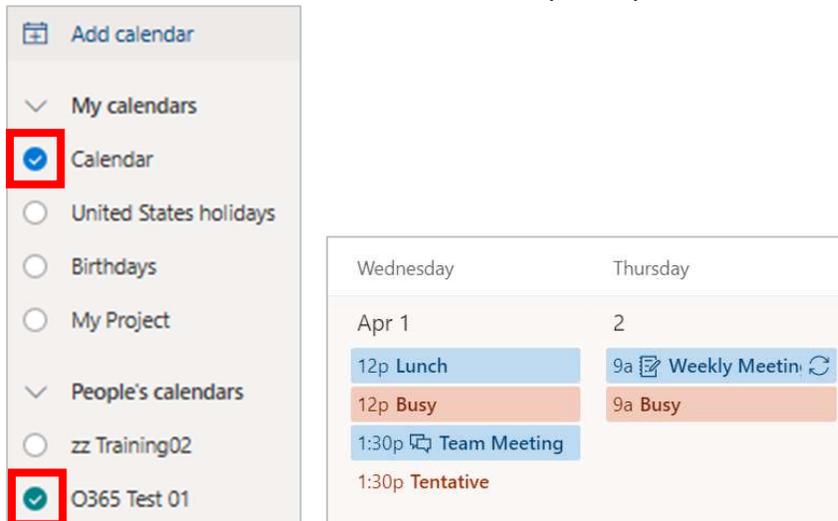
6. You should see a message that the calendar was added at the bottom of the dialogue box.



7. The calendar folder will now appear in your calendar folder view.

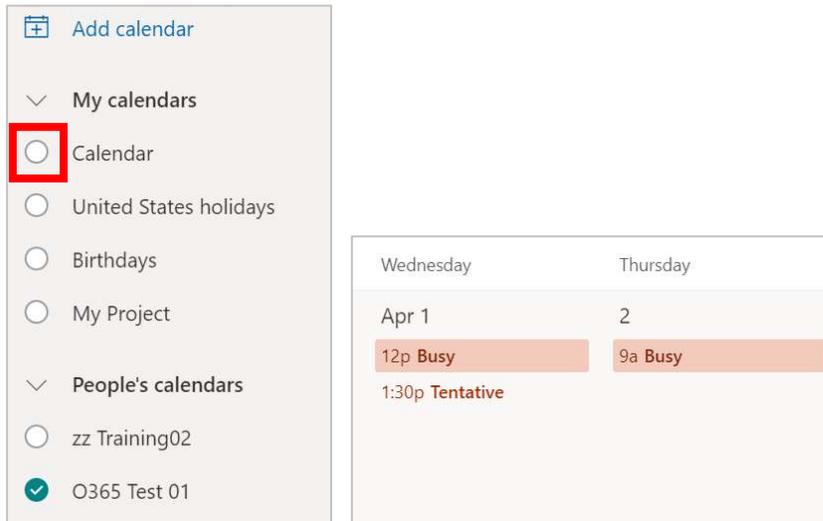


8. When both the shared calendar's radio button and your personal calendar's radio button is checked, the shared calendar will overlay in your calendar view with a different color. The colors of the shared calendar is selected by the system.

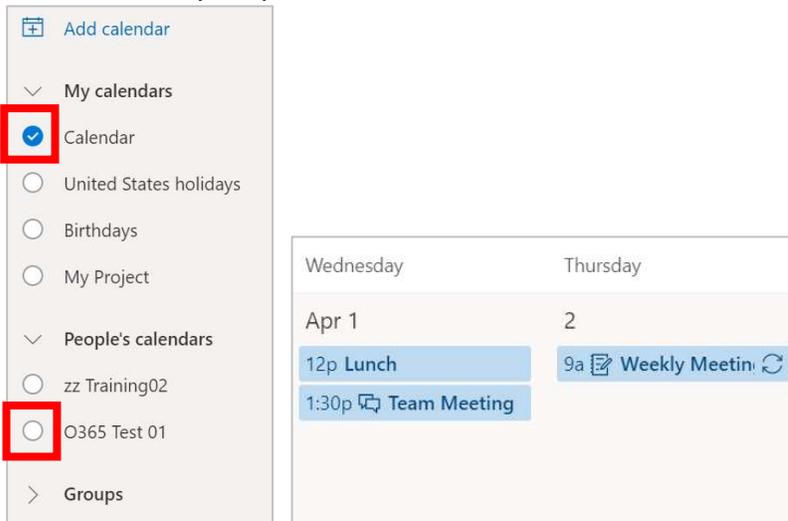


Note: The overlay of calendars will occur when more than one calendar radio button is checked at the same time.

9. To remove your calendar from view, **uncheck** the radio button for your personal calendar. This will remove your calendar from view and only show the shared calendar.



10. When finished viewing the shared calendar, you can **uncheck** its radio button to hide it from view. To show your personal calendar, **check** the radio button to bring it back into view.



11. You can also change the color of any calendar by **right-clicking** the calendar and selecting **Color**:

