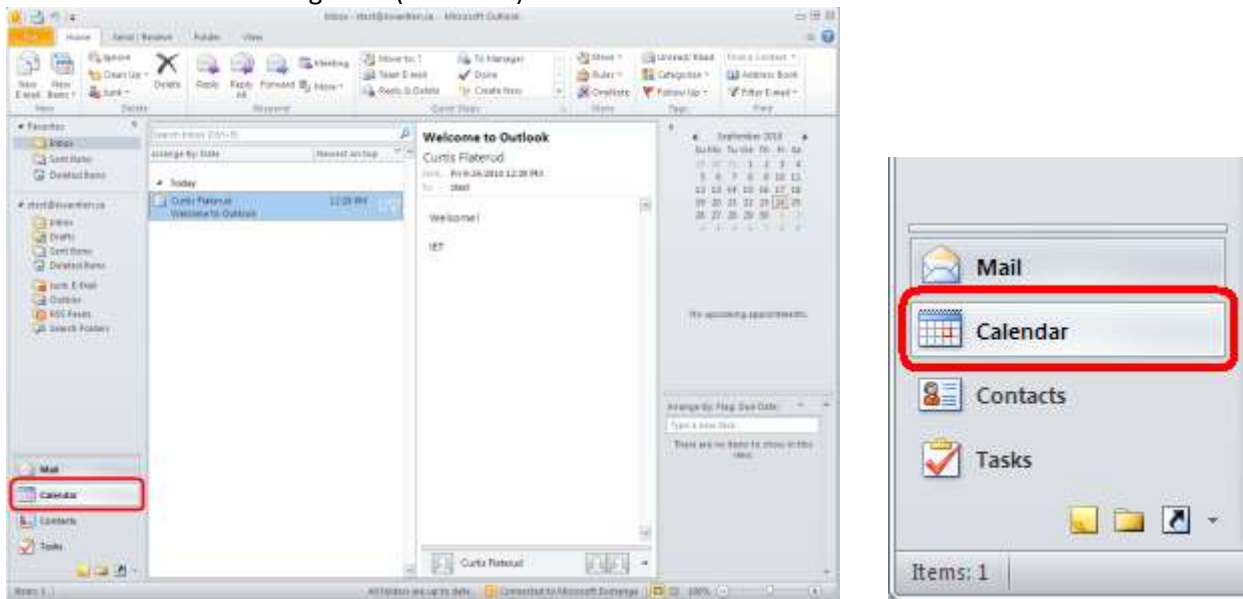


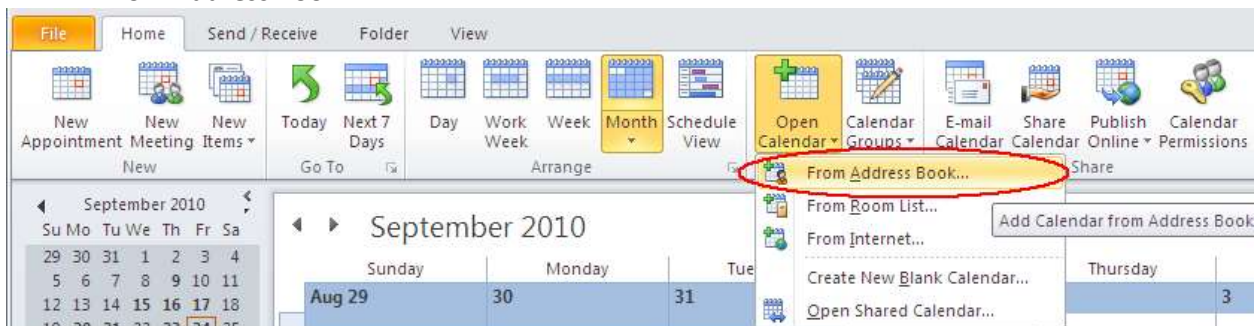
# Outlook 2010 - Opening a Delegated Calendar

When another employee gives you delegate permissions to a calendar in Outlook, you will want to open that calendar in your Shared Calendars list.

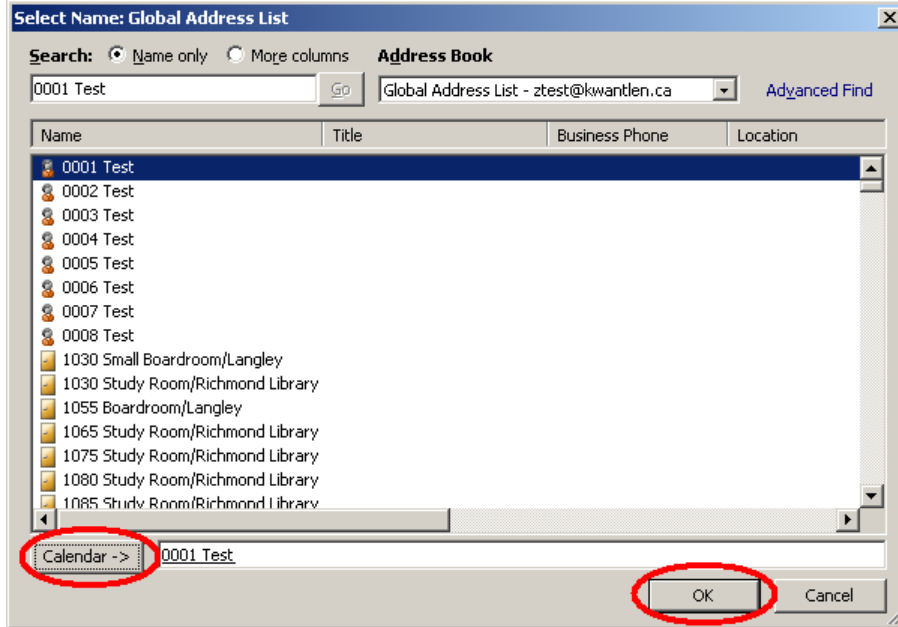
1. When in Outlook, your Calendar is located below the Navigation Pane (Folder List), and to the left of the Reading Pane (Email List). Click on **Calendar**



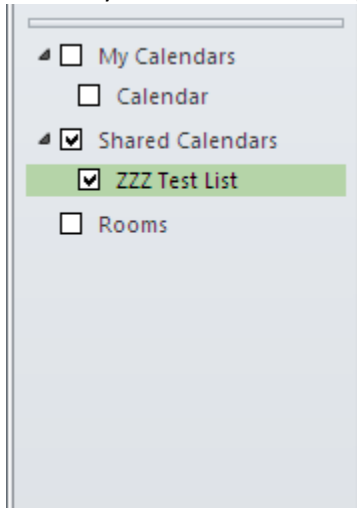
2. In the home Ribbon under the “Share” category, click **Open Calendar** and select **From Address Book...**



- Use the search function to find the person or calendar that you have been given access to and click **Calendar** to put it the bottom field. After you have finished selecting addresses, click **Ok**



- You will now be able to view that calendar in your calendar list, and create/edit appointments if you have the correct permissions



**\*\*Note\*\***

The "Open Shared Calendar" option from the "Open Calendar" drop-down box does **\*NOT\*** serve the same function as "From Address Book..."