



Viewing Other People's Calendars

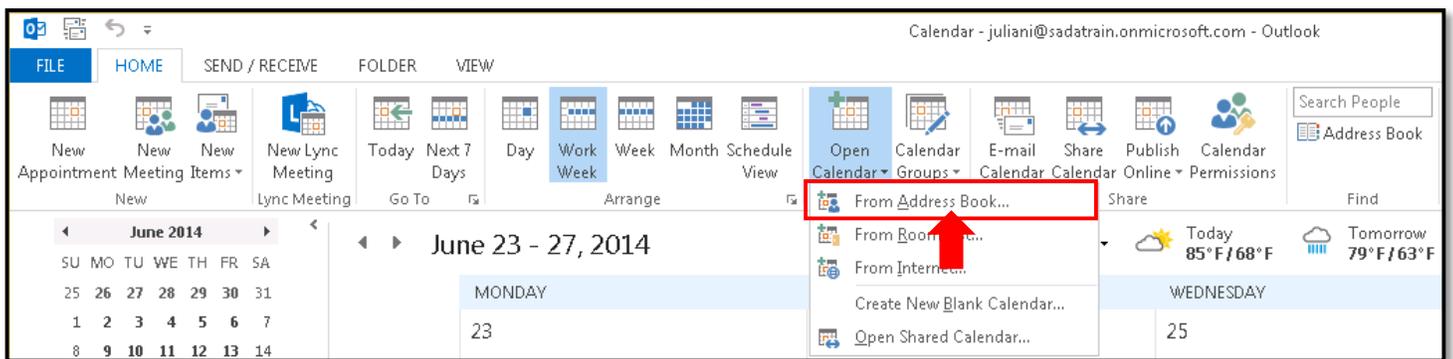
Objective

This document provides instructions on how to view other people's calendars in Outlook 2013 (after your LAUSD mailbox has migrated to Office 365).

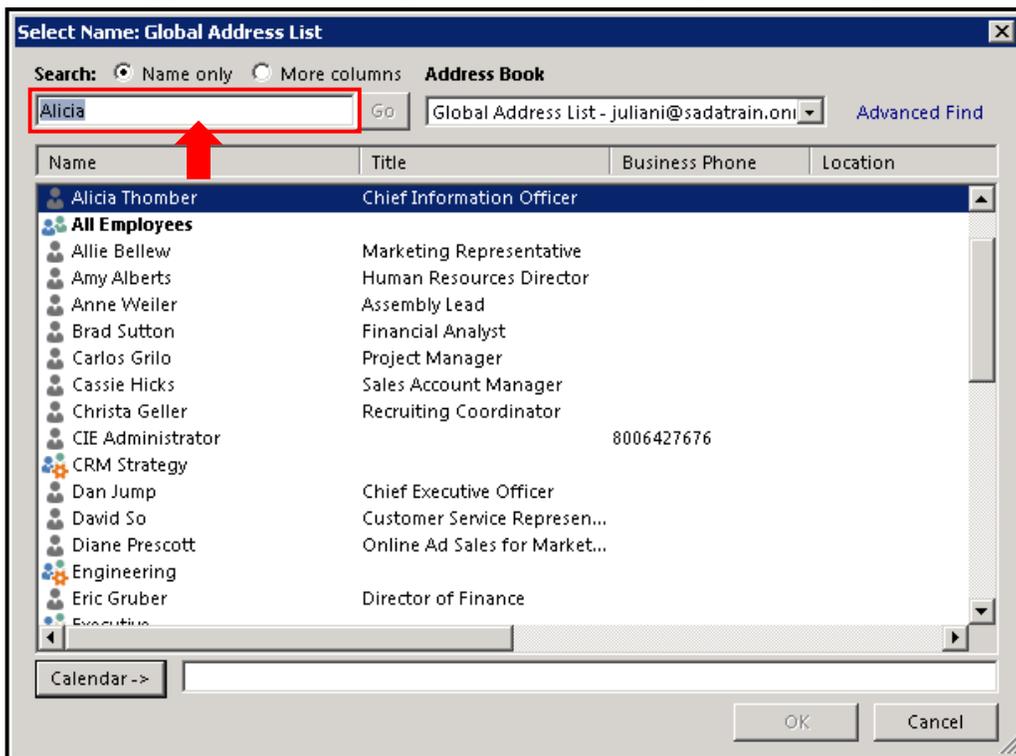
You can open calendars of other District employees to view their availability and more accurately schedule meetings based on that availability.

Part 1 – Open Another Calendar

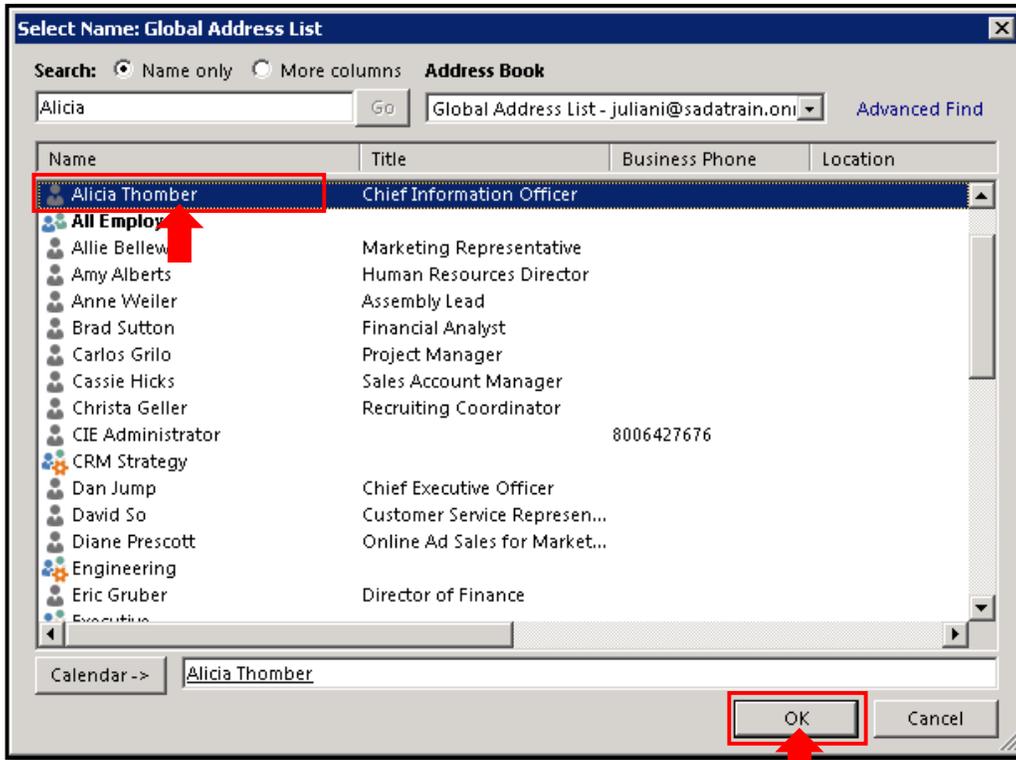
1. Select the **Home** tab in the top left corner, click the **Open Calendar** menu, and select **From Address Book**.



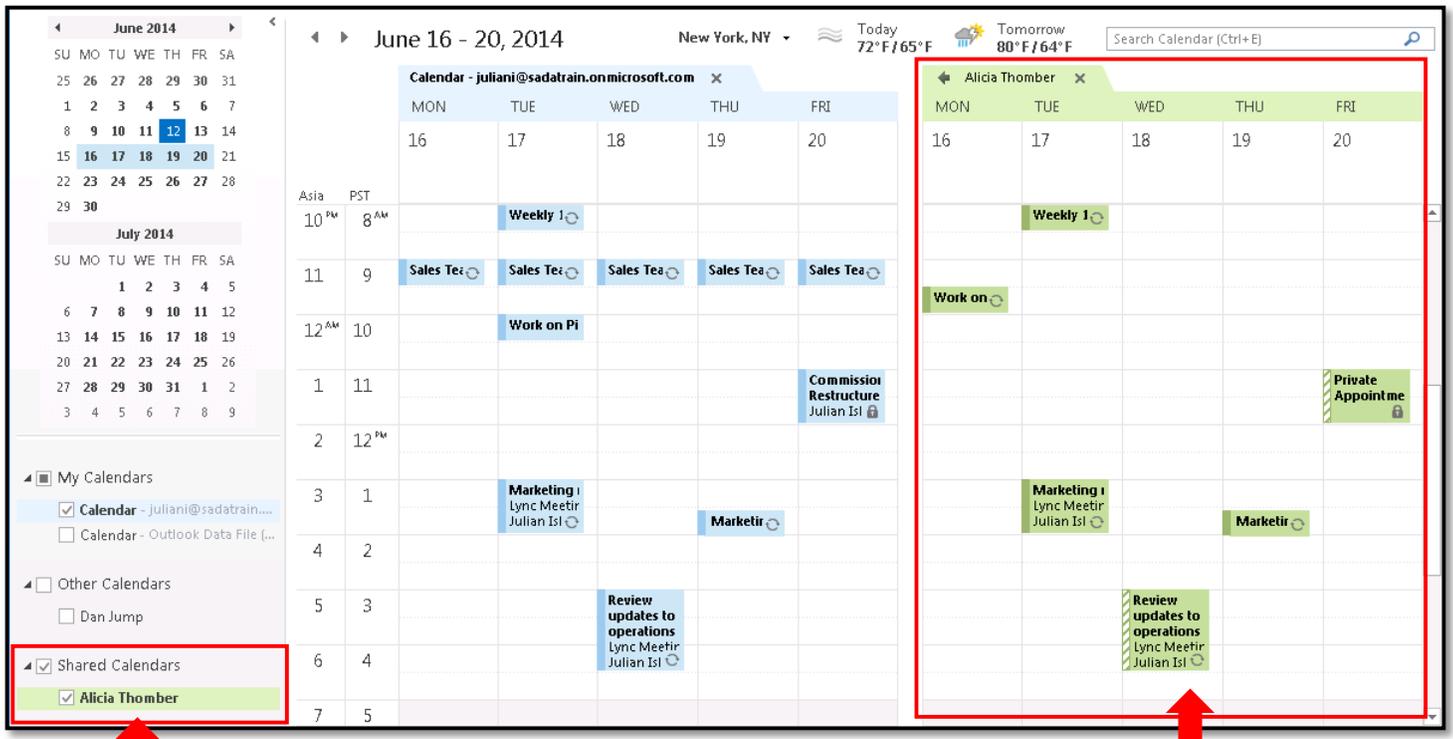
2. This opens the District's Global Address List in the Select Name window. In the search box of the top left corner, type the name of the person whose calendar you'd like to open.



3. Double-click the person's name in the list, which adds it to the Calendar field below, then click **OK**.



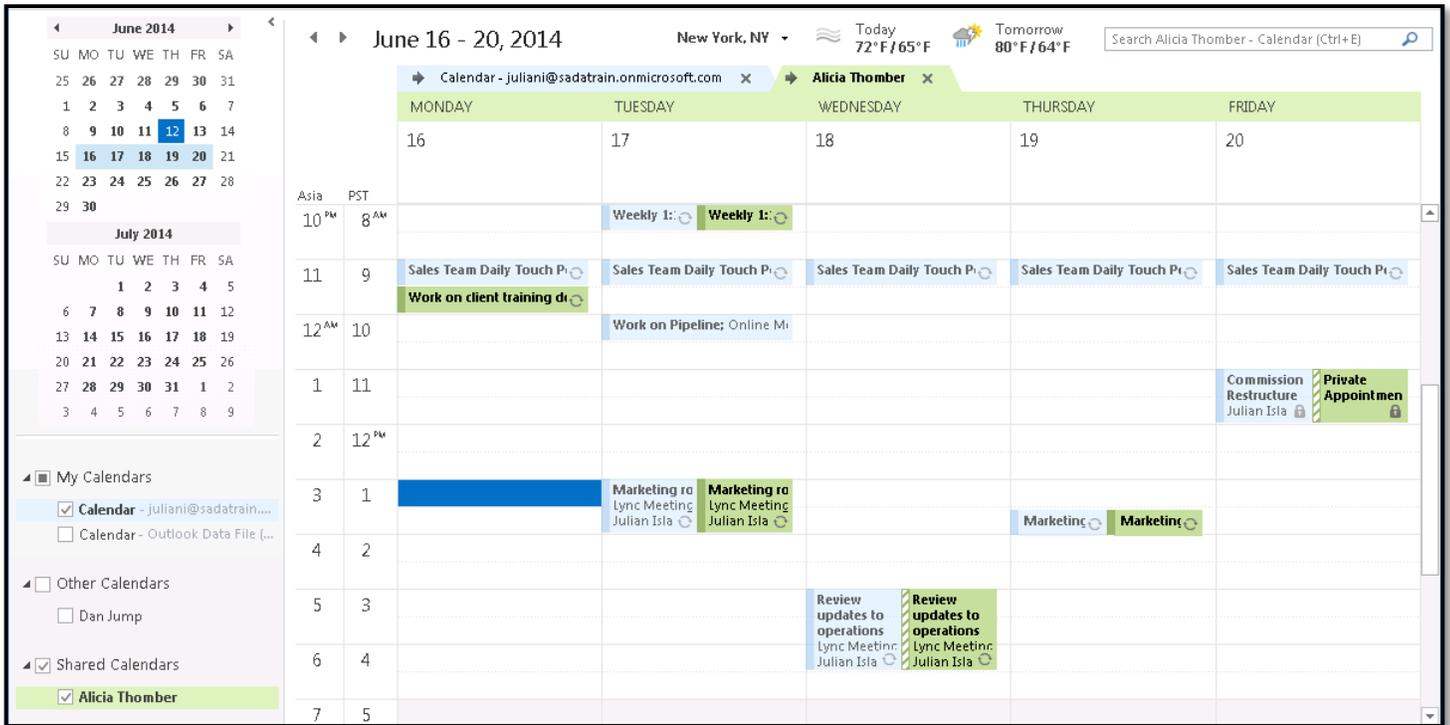
4. The Select Name window closes. The other calendar opens in a separate tab to the right of yours in the Calendar view, and his or her name appears in the Shared Calendars list at the bottom of the Folder Pane.



- To overlay another person's calendar on top of yours, click the arrow to the left of that person's name in the tab.



The overlay view allows you to see your availability and theirs simultaneously.



To open additional calendars, repeat steps 1-5.

To close a calendar, deselect the checkbox next to that person's name in the Shared Calendars list. Going forward, you may select or deselect the checkbox to open and close that person's calendar at will.

