

## **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.

Select Name: Global Address Lis	it		×
Search:  O Name only  O Mor	re columns Address Book		
Alicia	Go Global Addres	is List - juliani@sadatrain.oni	<ul> <li>Advanced Find</li> </ul>
Name	Title	Business Phone	Location
💄 Alicia Thomber	Chief Information Offi	cer	
💵 All Employees			
🚨 Allie Bellew	Marketing Representa	tive	
🚨 Amy Alberts	Human Resources Dire	ector	
🚨 Anne Weiler	Assembly Lead		
🚨 Brad Sutton	Financial Analyst		
🚨 Carlos Grilo	Project Manager		
🚨 Cassie Hicks	Sales Account Manage	er 🛛	
🚨 Christa Geller	Recruiting Coordinato	r	
🚨 CIE Administrator		8006427676	
💦 CRM Strategy			
🚨 Dan Jump	Chief Executive Officer	,	
🚨 David So	Customer Service Repr	esen	
🚨 Diane Prescott	Online Ad Sales for Ma	arket	
💦 Engineering			
🚨 Eric Gruber	Director of Finance		_
Eva entina			
Calendar ->			
		0	K Cancel

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

elect Name: Global Address Lis	it		×
Search: 🖲 Name only 🔿 Mo	re columns Address Book		
Alicia	Go Global Address Lis	t - juliani@sadatrain.oni 💌	Advanced Find
Name	Title	Business Phone Lo	cation
👗 Alicia Thomber	Chief Information Officer		<b>_</b>
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🊨 Allie Bellew	Marketing Representative		
🚨 Amy Alberts	Human Resources Director		
🊨 Anne Weiler	Assembly Lead		
🊨 Brad Sutton	Financial Analyst		
🚨 Carlos Grilo	Project Manager		
🚨 Cassie Hicks	Sales Account Manager		
🊨 Christa Geller	Recruiting Coordinator		
🚨 CIE Administrator		8006427676	
🍓 CRM Strategy			
🚨 Dan Jump	Chief Executive Officer		
🚨 David So	Customer Service Represen	·	
🚨 Diane Prescott	Online Ad Sales for Market	t	
🎝 Engineering			
🚨 Eric Gruber	Director of Finance		
Evacutius			
·			
Calendar -> Alicia Thomber	-		
		ОК	Cancel

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.

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25 <b>26 27 28 29 30</b> 31			Calendar - juli	iani@sadatrain.c	on microsoft.co m	×		🔶 Alicia Th	omber 🗙			
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15 16 17 18 19 20 21												
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My Calendars	3	1		Marketing					Marketing (			
Calendar - juliani@sadatrain	-	_		<ul> <li>Lync Meetir</li> <li>Julian Isl ⊖</li> </ul>		Marketir 🔿			Julian Isl 😷		Marketir 🔿	
Calendar - Outlook Data File (	4	2										
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Shared Calendars	6	4			Lync Meetir Julian Isl 😳					Lync Meetir Julian Isl 😳		
Alicia Thomber												
· Inclu Infombel	7	5										

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

🔶 Alicia Thomber	×			
1 DNDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
16	17	18	19	20

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

		Ju	ne 16 - 20, 2014	New York, NY 👻	≈ Today 🛷 T 72°F/65°F 🛷 8	omorrow D°F/64°F	omber - Calendar (Ctrl+E) 🛛 🔎
25 26 27 28 29 30 31			🔶 Calendar - juliani@sadatr:	ain.onmicrosoft.com 🗙 🔶	Alicia Thomber 🗙		
1 2 3 4 5 6 7			MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8         9         10         11         12         13         14           15         16         17         18         19         20         21			16	17	18	19	20
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✓ Alicia Thomber	7	5					· · · · · · · · · · · · · · · · · · ·

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.

🔺 🔳 My Calendars
✓ Calendar - juliani@sadatrain
🗌 Calendar - Outlook Data File (
▲ 🗌 Other Calendars
🗌 Dan Jump
▲ 🗹 Shared Calendars
Alicia Thomber