



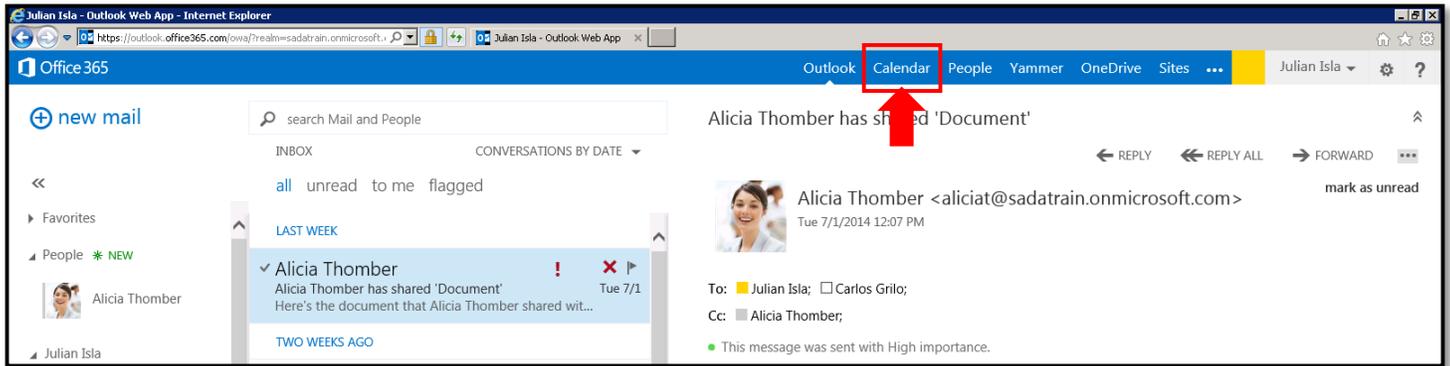
Viewing Other Calendars in Outlook Web App

Objective

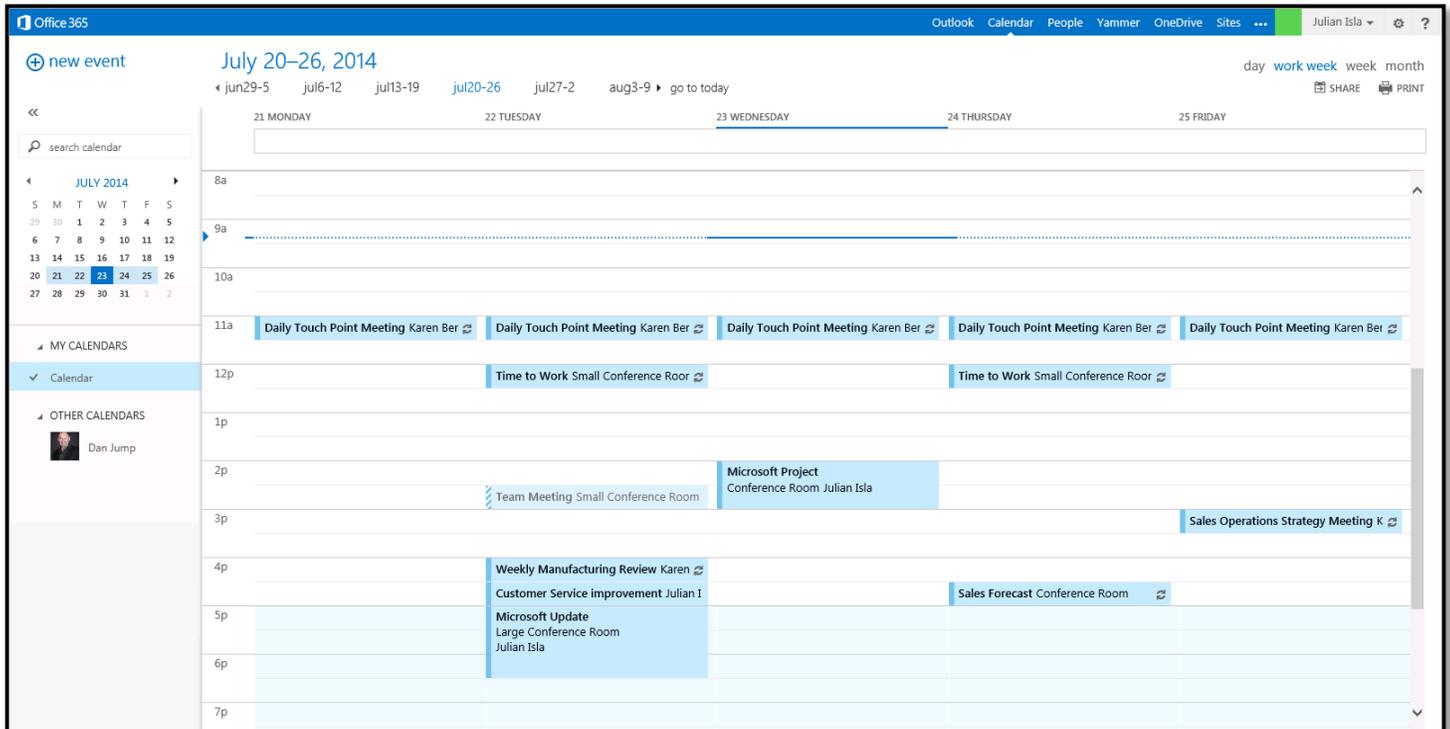
This document provides instructions on how to view other people's calendars in the Outlook Web App (after your LAUSD mailbox has migrated to Office 365).

Part 1 - Open Another Calendar

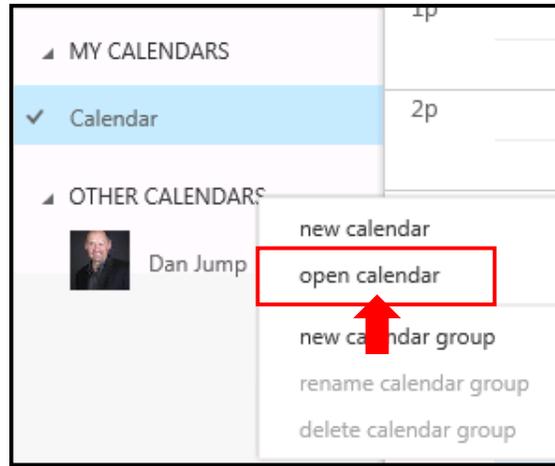
1. Sign in to your Office 365 account at <http://mailbox.lausd.net> with your email address and password.
2. Click **Calendar** on the blue navigation bar at the top.



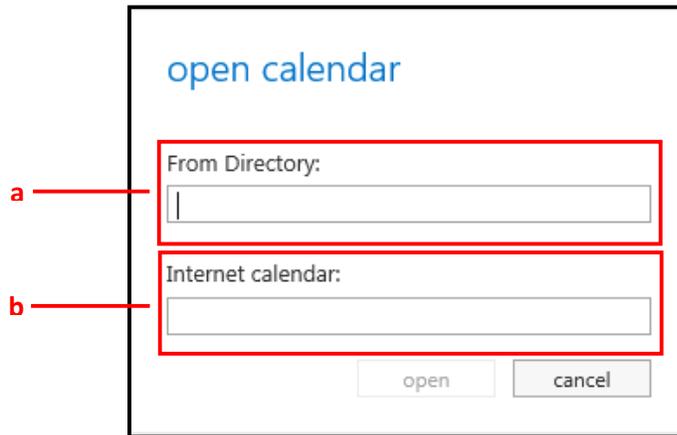
3. This opens your Calendar view.



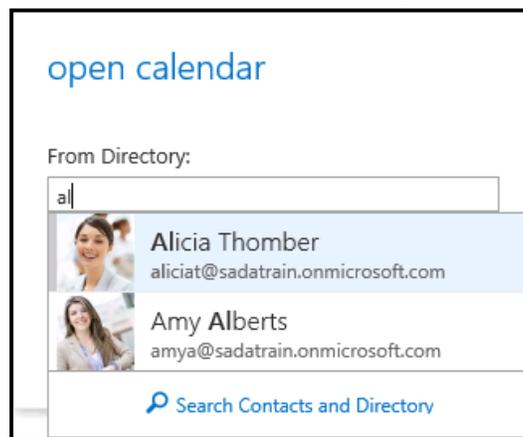
4. Right-click **Other Calendars** near the bottom of the Folder Pane on the left, and select **open calendar**.



5. This opens the **open calendar** screen.

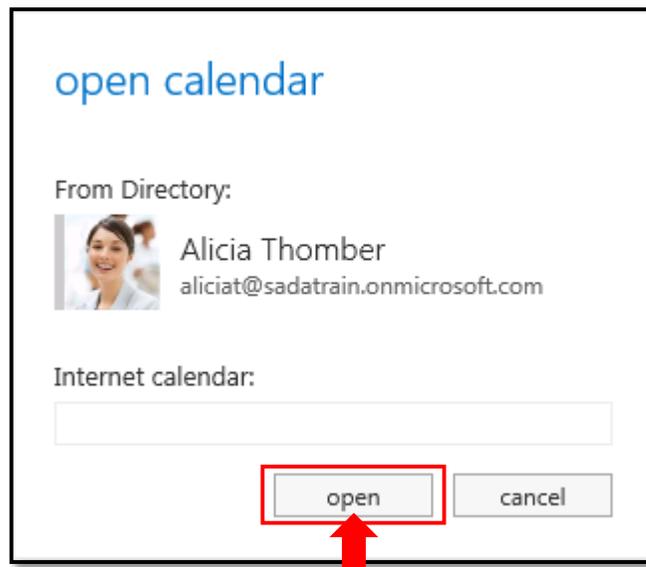


- a. To add the calendar of a District employee, type his or her name in the **From Directory** field. Outlook auto-suggests any profiles that match. Click the correct profile to select it.

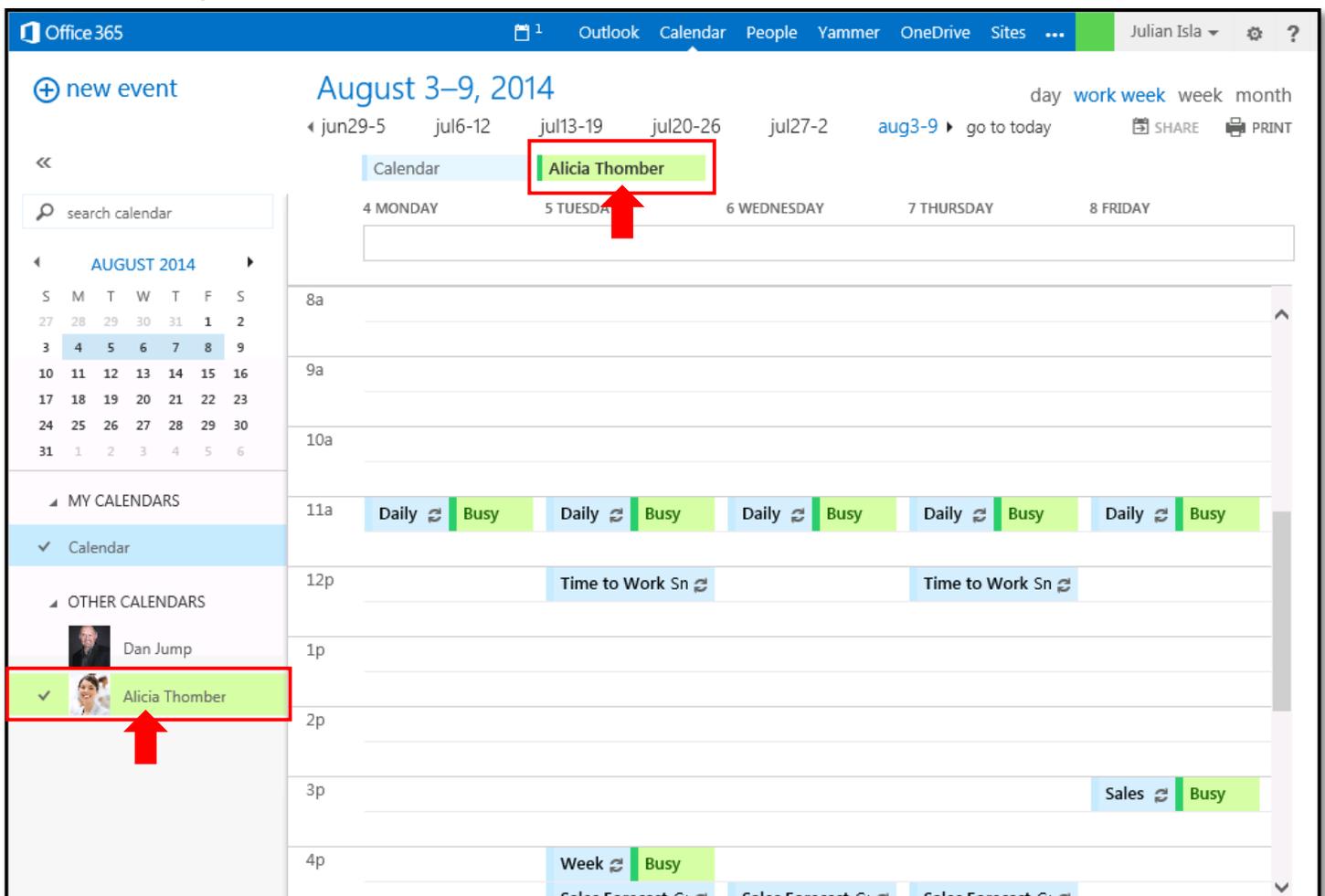


- b. To add a calendar from outside the District, enter the URL in the Internet calendar box. The URL should end with ".ics".

6. Click the **Open** button.



7. The other calendar opens in your Calendar view with a different color, and his or her name appears in the Other Calendars list at the bottom of the Folder Pane. This allows you to see your availability and theirs simultaneously.



To open additional calendars, repeat steps 4-6.

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

