

## 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 <u>http://mailbox.lausd.net</u> with your email address and password.
- 2. Click **Calendar** on the blue navigation bar at the top.

😂 Julian Isla - Outlook Web App - Internet Explorer							
🕞 🕞 🗢 💽 https://outlook.office365.com	m/owa/?realm=sadatrain.onmicrosoft.r 🔎 🗾 🛃 🍫 📴 Julian Isla - Outlook Web App 🛛 🛛		$\mathbb{G} \not\propto \mathbb{G}$				
1 Office 365		Outlook Calendar People Yammer OneDrive Sites Julian Isla 🗸	₡?				
🕀 new mail	Search Mail and People	mber has shield 'Document'	*				
	INBOX CONVERSATIONS BY DATE 🔻	← REPLY ← REPLY ALL → FORWARI	D •••				
«	all unread to me flagged	Alicia Thomher <aliciat@sadatrain.onmicrosoft.com></aliciat@sadatrain.onmicrosoft.com>					
<ul> <li>Favorites</li> </ul>		Tue 7/1/2014 12:07 PM					
▲ People * NEW Alicia Thomber	✓ Alicia Thomber ! X ► Alicia Thomber has shared 'Document' Tue 7/1 Here's the document that Alicia Thomber shared wit Cc: Alicia T	To: ■ Julian Isla; □ Carlos Grilo; Cc: ■ Alicia Thomber;					
⊿ Julian Isla	TWO WEEKS AGO • This messag	e was sent with High importance.					

## 3. This opens your Calendar view.

1 Office 365				Q	utlook Calenda	ir People Yam	nmer One	Drive Sites		Julian Isla 👻	◎ ?
⊕ new event	July ∢jun2	<mark>/ 20-26, 2014</mark> 9-5 jul6-12 jul13-19 jul20:	-26 jul27-2 aug3-9 + go to to	day					day work	week week	month
«		21 MONDAY	22 TUESDAY	23 WEDNESDAY	24 THURSDAY			25 FRIDAY			
$\wp$ search calendar											
	8a										^
29 30 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19	▶ <sup>9a</sup> -										
20         21         22         23         24         25         26           27         28         29         30         31         1         2	10a										
MY CALENDARS	11a	Daily Touch Point Meeting Karen Ber 🞜	Daily Touch Point Meeting Karen Ber 🞜	Daily Touch Point Meeting Karen Ber 🞜	Daily Touch F	Point Meeting Ka	iren Ber 💋	Daily Touc	h Point Mee	ting Karen B	er 😅
✓ Calendar	12p		Time to Work Small Conference Roor 💋		Time to Work	Small Conference	ce Roor 🧝				
OTHER CALENDARS     Dan Jump	1p										
	2p		Team Meeting Small Conference Room	Microsoft Project Conference Room Julian Isla							
	Зp			-				Sales Oper	ations Strate	egy Meeting	K 😅
	4n		Weakly Manufacturing Devices Karon et								
	46		Customer Service improvement Julian I		Sales Forecas	t Conference Roo	om g				
	5p		Microsoft Update Large Conference Room Julian Isla								
	6р										
	7p										~

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.

	open calendar
a ———	From Directory:
b ———	Internet calendar:
	open cancel

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.

(	open calendar				
F	rom Director	y:			
	al				
		icia Thomber ciat@sadatrain.onmicrosoft.com			
	Ar arr	my <b>Al</b> berts nya@sadatrain.onmicrosoft.com			
-	Q	Search Contacts and Directory			

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.

1 Office 365	💾 1 Outlook Calendar People Yammer OneDrive Sites 🚥 🚽 Julian Isla 🗕 💩 <b>?</b>
⊕ new event	August 3–9, 2014 day work week week month
«	Calendar Alicia Thomber
♀ search calendar	4 MONDAY 5 TUESDAY 6 WEDNESDAY 7 THURSDAY 8 FRIDAY
AUGUST 2014	
S M T W T F S 27 28 29 30 31 <b>1 2</b> <b>3 4 5 6 7 8 9</b>	8a <b>^</b>
10         11         12         13         14         15         16           17         18         19         20         21         22         23	9a
<b>31</b> 1 2 3 4 5 6	10a
MY CALENDARS	11a Daily Z Busy
✓ Calendar	
OTHER CALENDARS	12p     Time to Work Sn #   Time to Work Sn #
Dan Jump	1p
✓ Alicia Thomber	2p
	3p Sales 💋 Busy
	4p Week 🞜 Busy

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.

