Open Someone Else’s Calendar
You can only view or edit someone else’s Calendar if they’ve given you access to do so.

**Basic Configuration**

- From your Calendar click the **More** action and select **Open Person’s Calendar**

The Calendar opens in a new window. If this is a Calendar that you access on a regular basis, you should create a shortcut to it on the **Bookmark Bar**.

Drag and drop the window tab directly on the **Bookmark Bar** or into your **Favorite Bookmarks** folder.

To close the Calendar click the X in the window tab.
Standard Configuration

Click Add a Calendar under Show Calendars

Select Notes user’s calendar

Type the person’s first name and last name

Choose display options (this is helpful when you “overlay” this Calendar onto your own Calendar)

Click OK
You will see the Calendar listed in the **Show Calendars** view:

Click to select the Calendar(s) that you want displayed

You can have entries from more than one Calendar displayed at the same time. For instance, you can have someone else’s Calendar displayed along with your entries on your Calendar.

Click again to deselect the Calendar(s) that you do not want displayed.

If you prefer to open this Calendar separately in a new window tab:

Right click it and choose **Open in New Tab**
**Working in Someone Else’s Calendar**

Once you are in someone else’s Calendar you can view entries and, depending on the level of access that you’ve been given, you may even be able to create entries, edit entries and delete entries.

When you send a meeting invitation from a Calendar other than your own, that person will be listed as the “Chair” of the meeting and your name will be displayed in the “Sent By” field:

<table>
<thead>
<tr>
<th>Chair</th>
<th>DoIT Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sent by</td>
<td>Kim Ran/DoIT</td>
</tr>
</tbody>
</table>

When you’ve been given access to someone else’s Calendar you also have access to their To Dos and you can view their Mail entries related to meetings (i.e., responses from invitees, invitations to a meeting, etc.).

While in the other person’s Calendar click the drop down arrow in the Calendar header and choose **Switch to To Do** or **Switch to Mail**.