Open Someone Else’s Calendar

First the person must “delegate” you access to their Calendar. Then, you can open it and add a bookmark (shortcut) to the Open list so that you can access it easily when you need it.

- Open your Calendar

Click More > Open Person’s Calendar

Select the person from SUNYSB’s Address Book

Click OK
Add a bookmark to the Open List

The Calendar opens in a separate window tab.

Drag the window tab to the Open button and drop it anywhere in the Open List to create a bookmark (shortcut).

Or, right click the window tab and choose Create Bookmark.

Anytime you want to open this Calendar just click the Open button and click the bookmark.

Tip! Another way to view someone else’s Calendar is to add it to the Show Calendars view in your own Calendar. To learn how to do this, please refer to the Incorporate Entries From Another Calendar Onto Your Own Notes Calendar instructions.