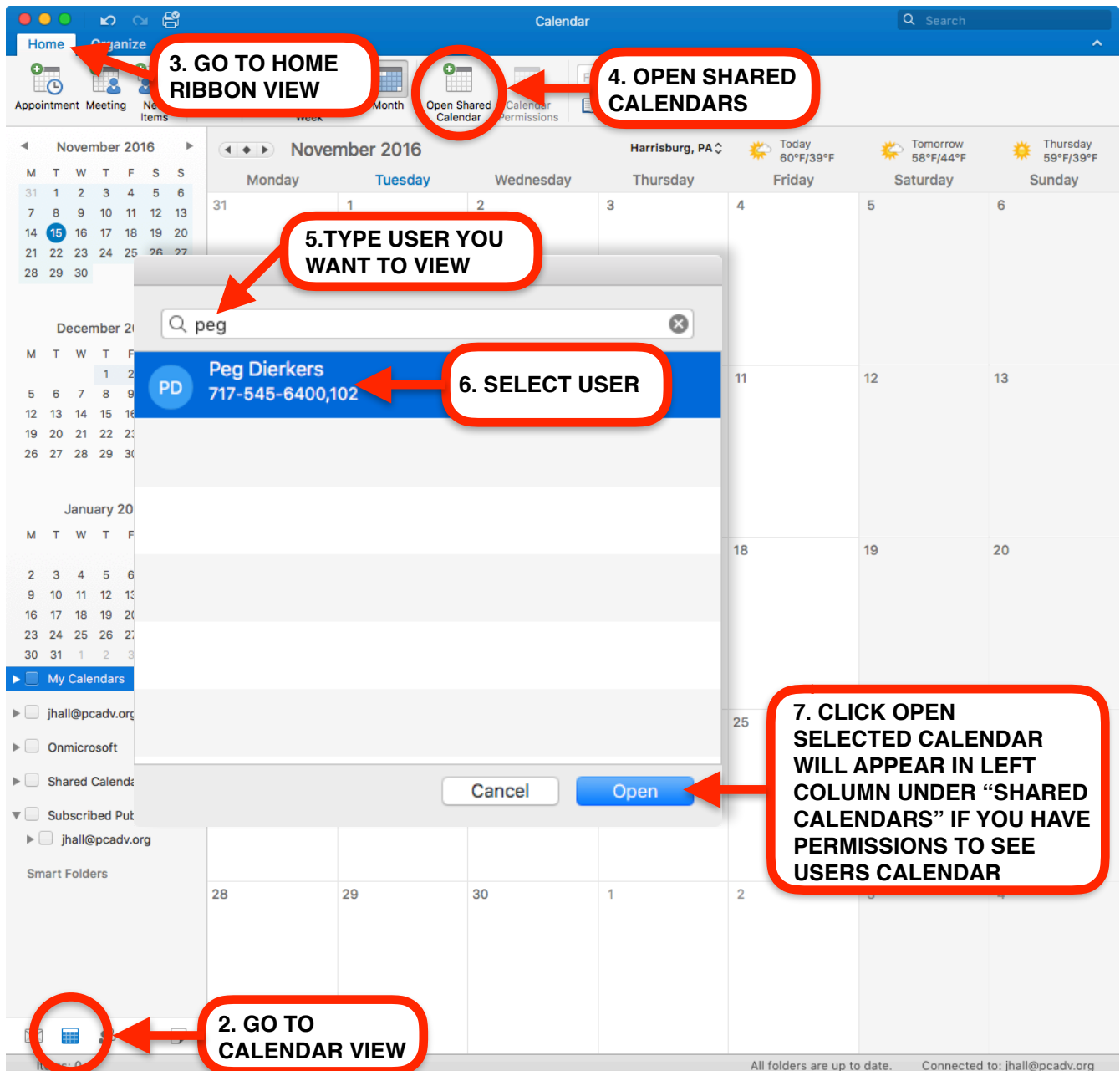


How To Configure Shared Calendars

1. Open Outlook 2016



3. GO TO HOME RIBBON VIEW

4. OPEN SHARED CALENDARS

5. TYPE USER YOU WANT TO VIEW

6. SELECT USER

7. CLICK OPEN SELECTED CALENDAR WILL APPEAR IN LEFT COLUMN UNDER "SHARED CALENDARS" IF YOU HAVE PERMISSIONS TO SEE USERS CALENDAR

2. GO TO CALENDAR VIEW