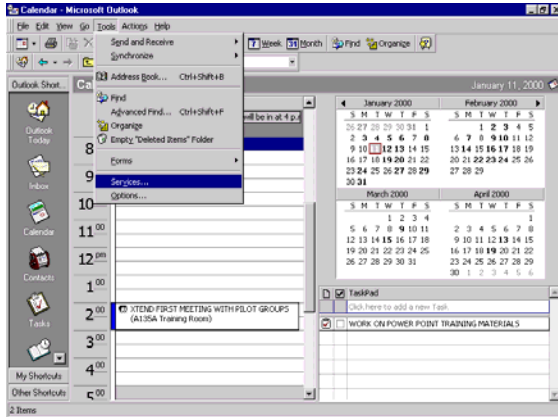
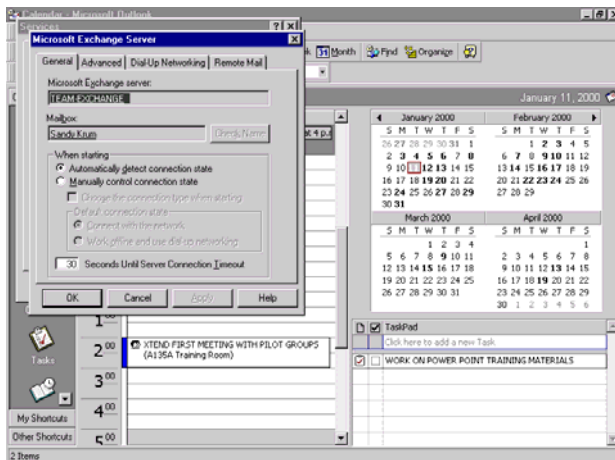
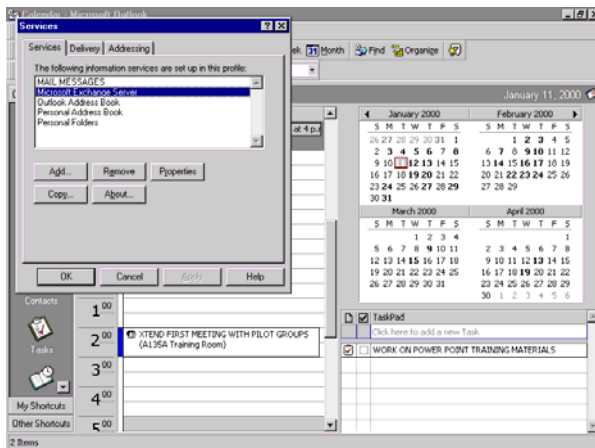


## Outlook – Adding Someone else’s Calendar folder to your Outlook Bar.

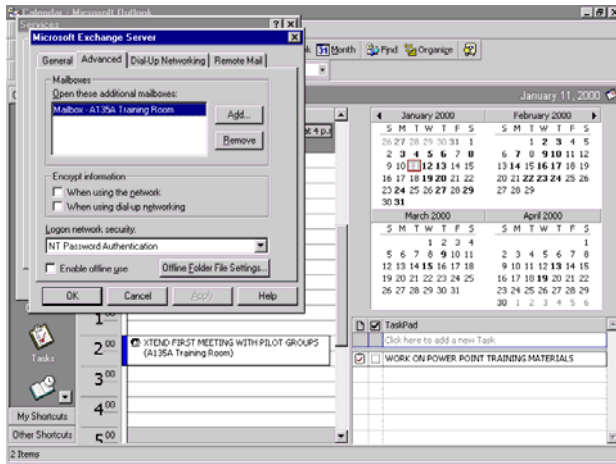
1. When in Calendar, click on the Tools Menu
2. Select Services



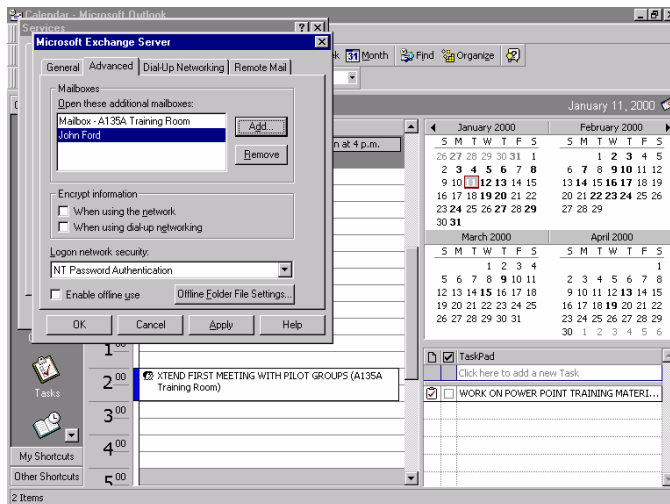
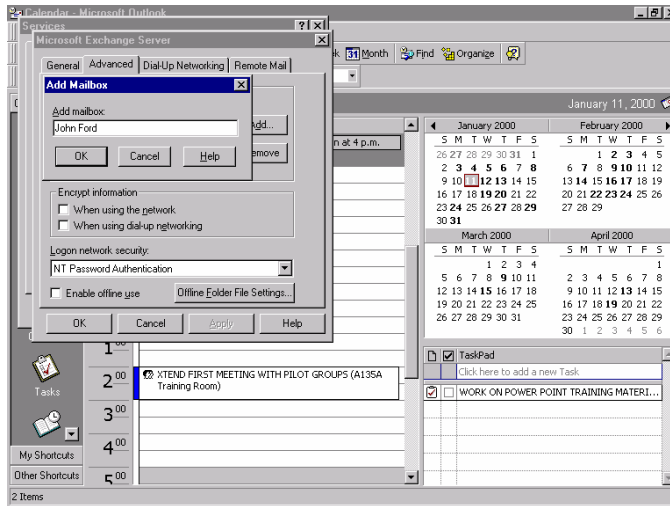
3. Double click on the MS Exchange Server selection. This will open the Exchange Server Dialog box.



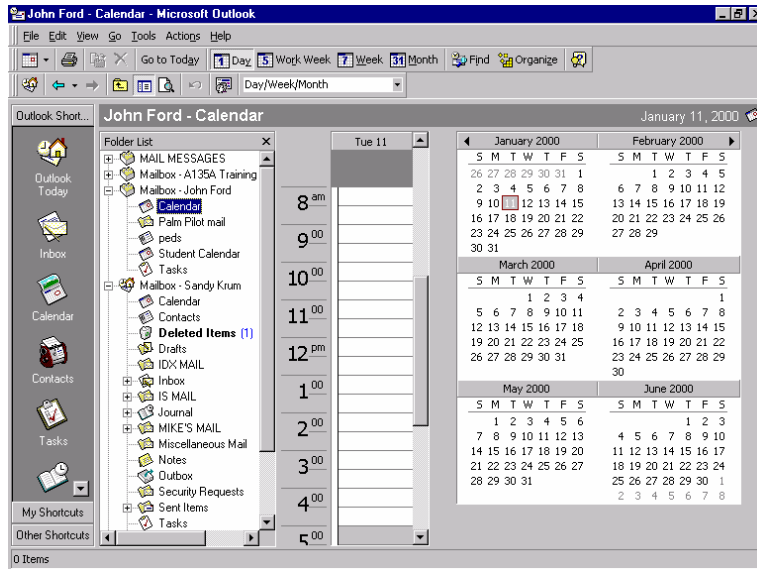
4. Click on the Advance tab



5. Click on the Add Button. Type in the Mailbox name (when typing in the Mailbox name, it will need to be an exact match from the Address Book. For example: John Ford). Click the OK on each Dialog Box to bring you back to Calendar.



- If not activated, activate your folder list. From the Folder list, the newly added mailbox folder will display, click on the + sign next to the folder name to expand the folder. Once all the levels of the newly added folder are displaying, select Calendar. Drag the new calendar folder to your Outlook Bar.



- Right click on the New Calendar icon to bring up a menu box. Select Rename. Under the new icon, the previous name will be highlighted. Start typing the new folder name. Press Enter to save the name changes.