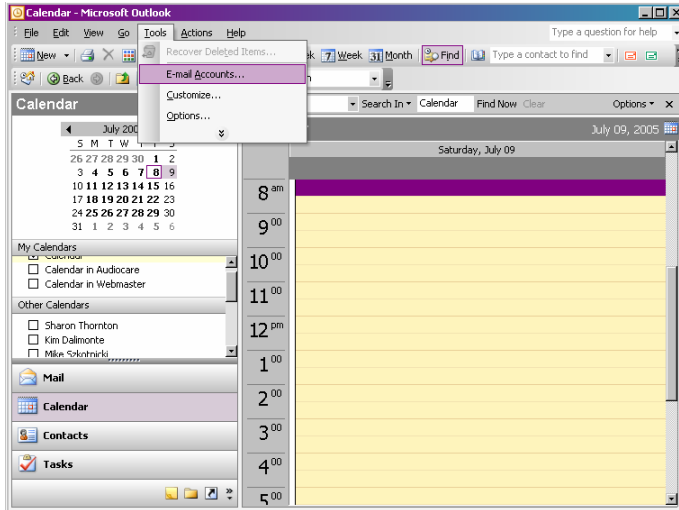
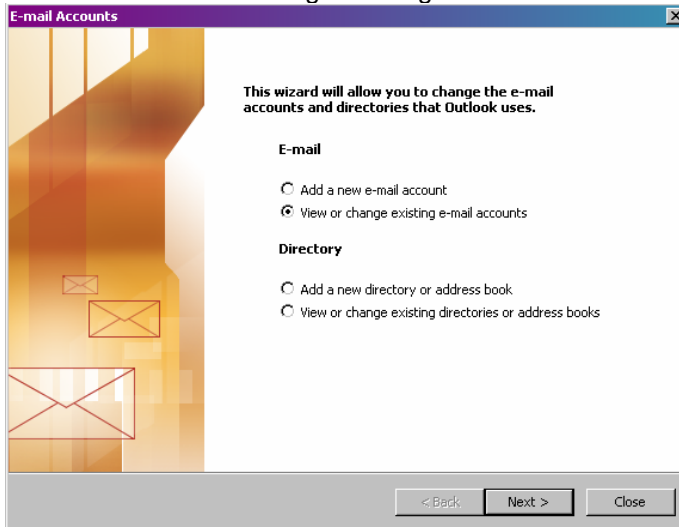


# Outlook 2003– Adding Someone else’s Calender folder to your Outlook Bar.

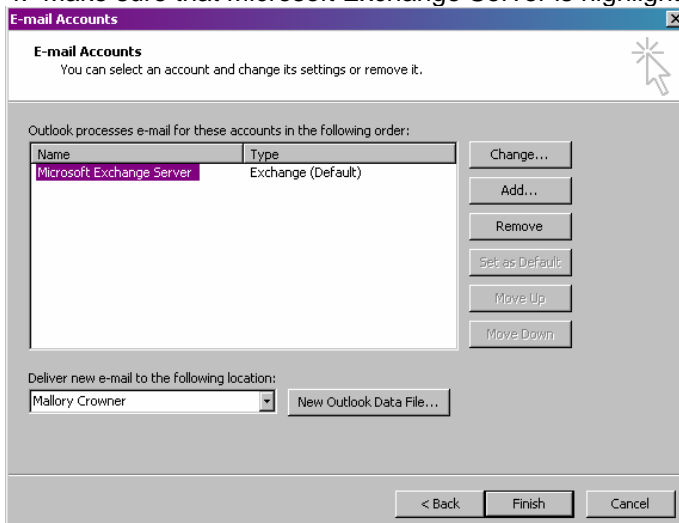
1. When in Calendar, click on the Tools Menu. Select Email Accounts



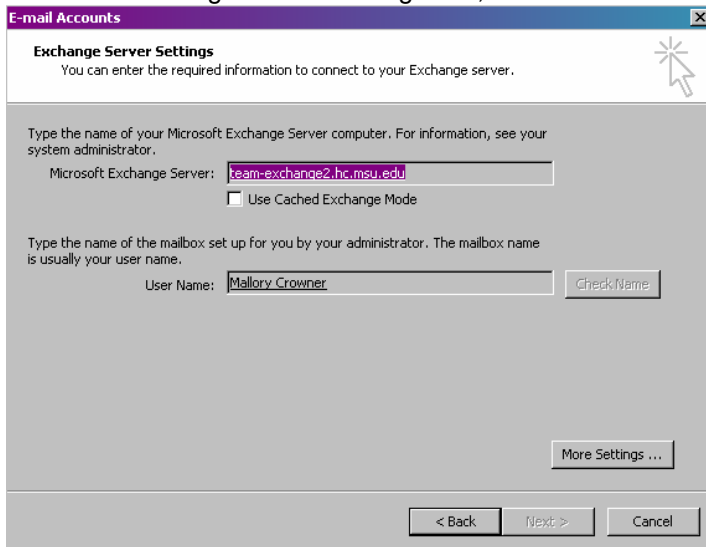
3. Click on View or Change existing email accounts and hit Next



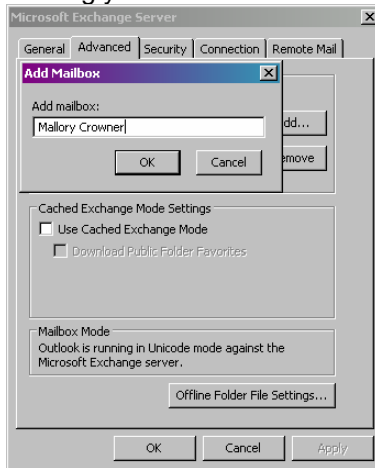
4. Make sure that Microsoft Exchange Server is highlighted and click on Change



5. In the Exchange Server Settings box, click on More Settings



6. Click on the Advanced Tab then click Add. Type in the Mailbox name and click OK on each Dialog Box to bring you back to Calendar.



7. Go into Calendar and you should see My Calendars on the left of the screen and you will see the new one added there.

