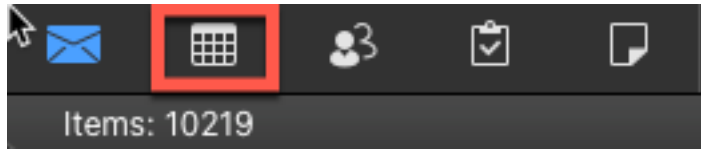


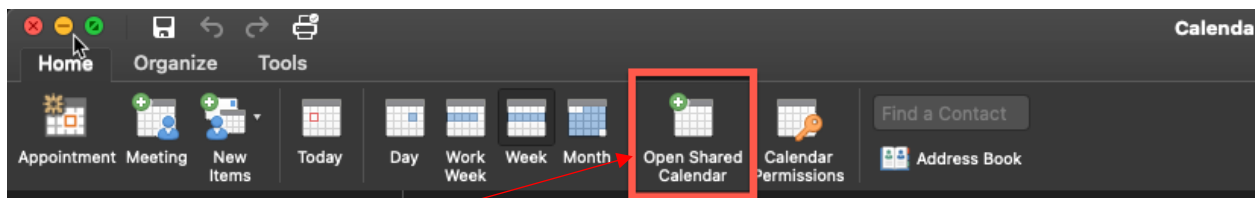
Opening an Shared Calendar in Outlook 2016 and Up - MAC

1. To open a shared calendar you must first switch to the calendar view in Outlook.



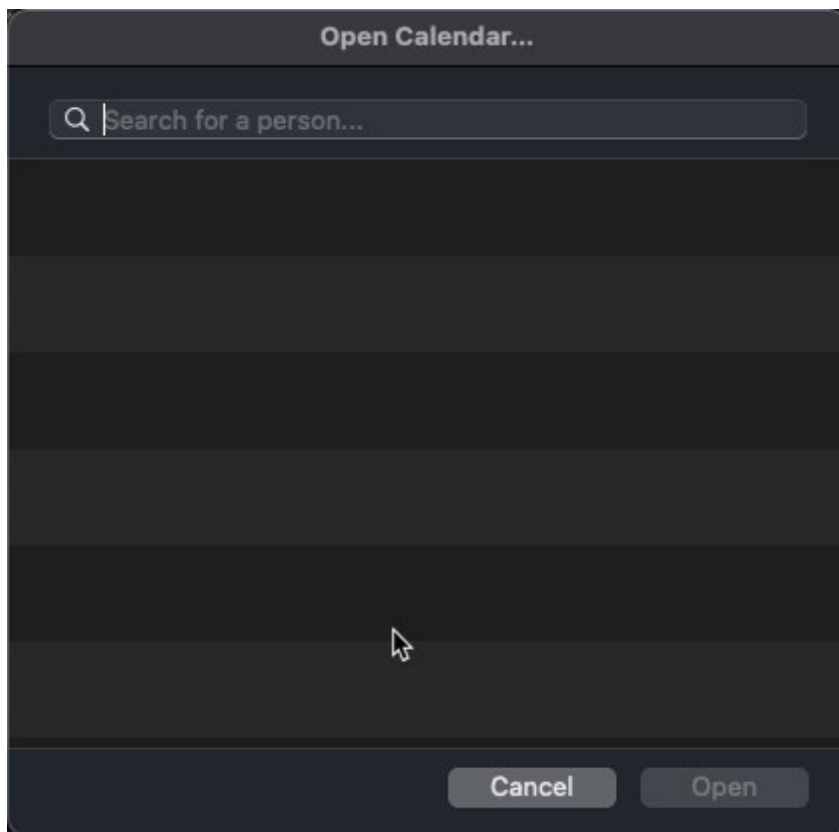
Click on the Calendar Icon to switch to calendar view

2. Once you click on the Calendar view you will see this window



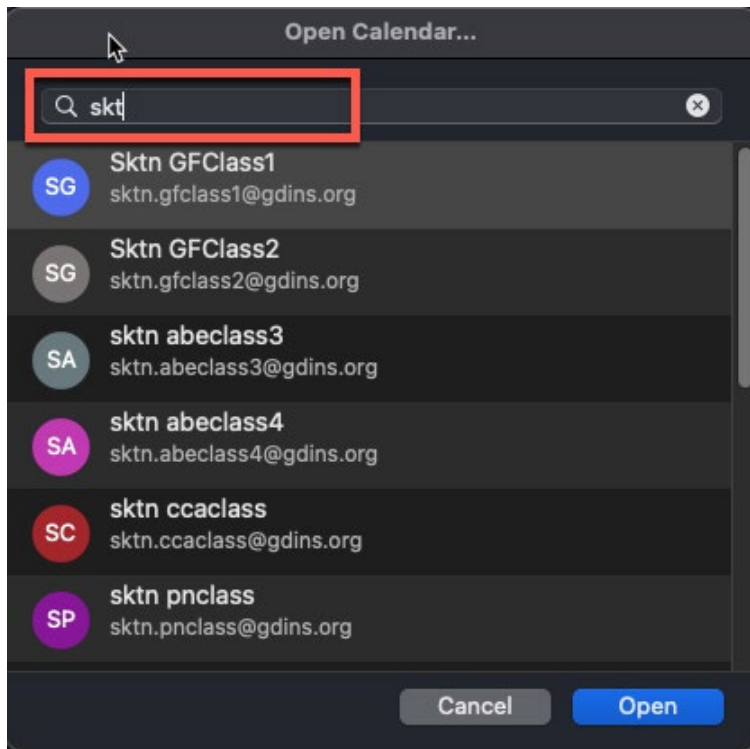
Click on the Open Shared Calendar

3. You will need to search for the shared calendar that you would like to open

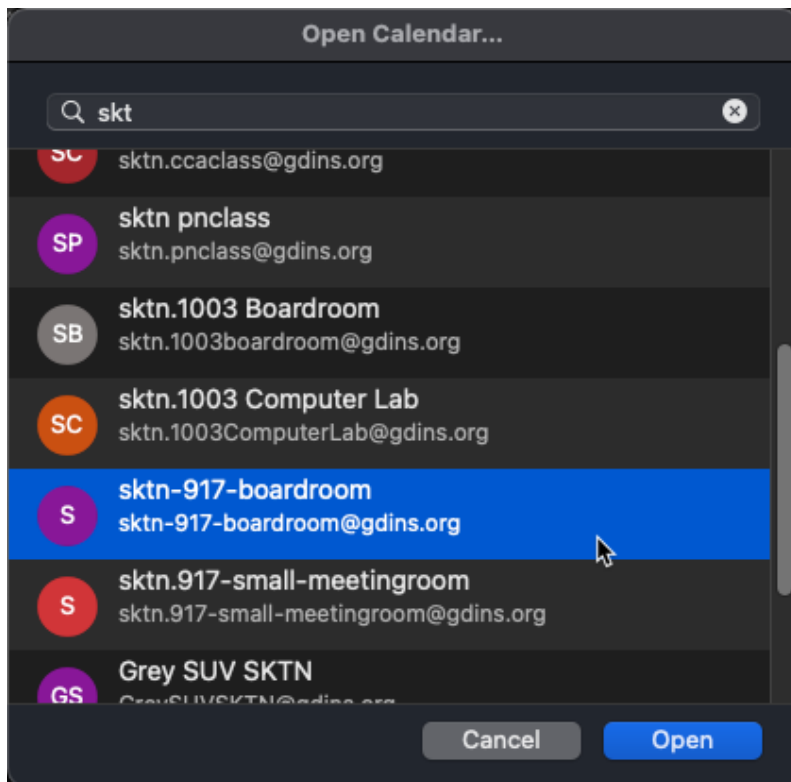


4. If in Saskatoon the rooms are named starting with sktn and for Regina they start with Regina

5. The system will start to populate as you type.

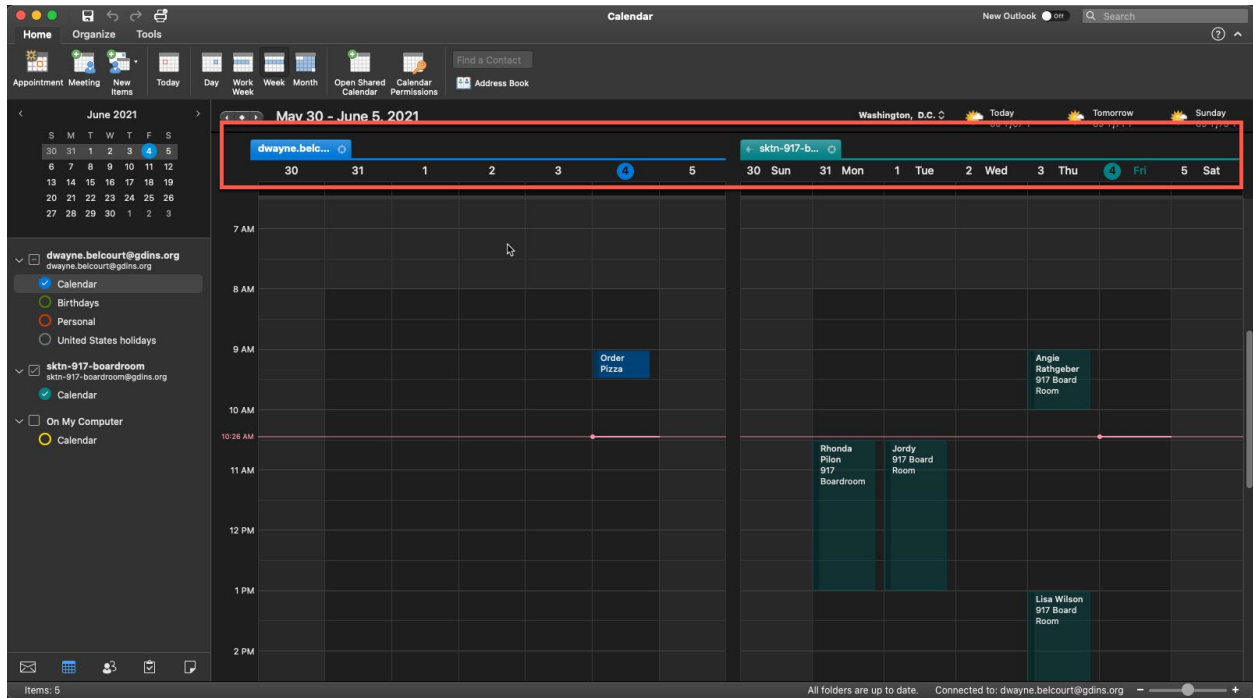


6. Highlight the Calendar that you would like to open and select open

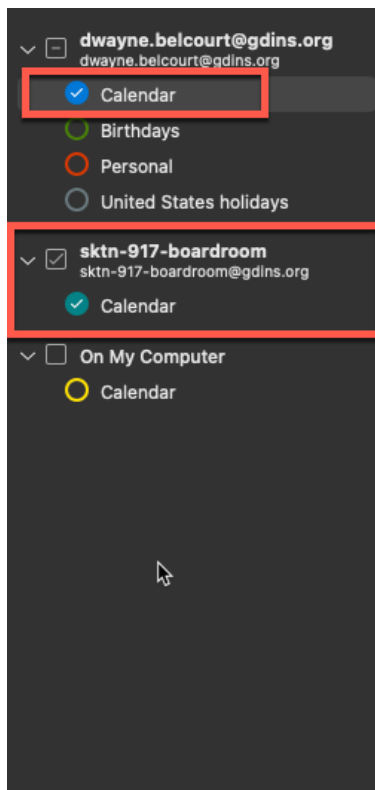


7. This will open the shared calendar for that you see what times are available

8. Be Default Outlook opens the shared calendar and yours at the same time.



9. You can change what calendars you are viewing in the main windows by selecting or deselecting the calendars on the left side of the window. Just uncheck the ones you don't want to see.



10. You have now opened up a shared calendar you can open as many as you like as long as they are shared.