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## *Opening Another Person's Calendar using Outlook 2003*

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To open another person's calendar using Outlook 2003, you need to add that person's calendar to your calendar views.

1. In Outlook 2003, click on your "Calendar" option.
2. In the Navigation Pane, click on "Open a Shared Calendar...".
3. Click on the "Name..." button.
4. In the "Select Name" dialog box, select the person whose calendar you want to view.
5. Click the "OK" button.
6. Click the "OK" button.
7. If you get an "Unable to display the folder. The calendar folder could not be found" error message, it means the person whose calendar you are trying to view did not give you permission to view this calendar. If the person did give you permission, close and reopen Outlook 2003, and try again.
8. If they have given you permission to view their calendar, the calendar will appear to the side of any calendar already in your view.

### **QUESTIONS?**

If you require further assistance opening another person's calendar in Outlook 2003, please contact the ASC Help Desk at 410-706-HELP (weekdays, 8:00 a.m. - 5:00 p.m.) or send e-mail to [help@umaryland.edu](mailto:help@umaryland.edu)