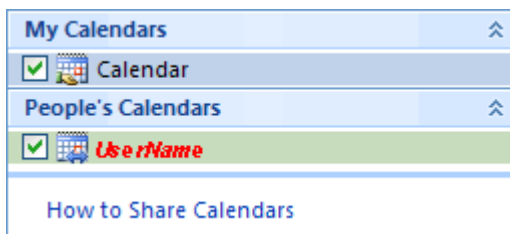
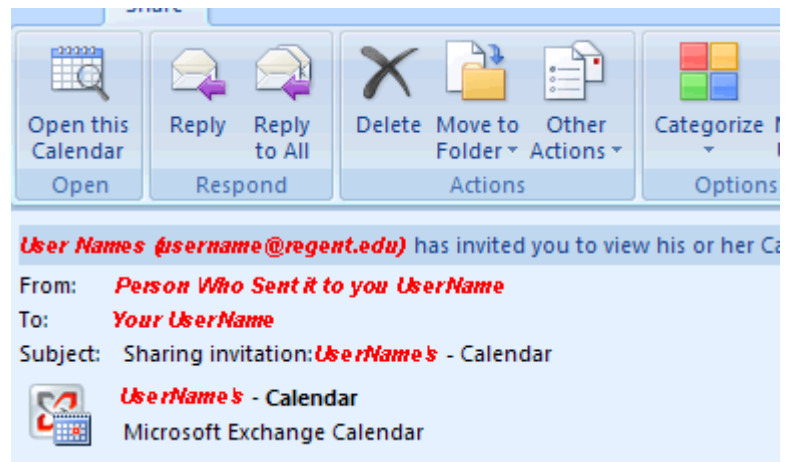


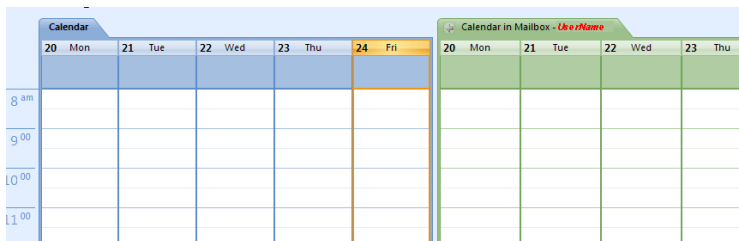
How to Add a Shared Calendar to My Calendars

Adding a shared calendar to your calendars is as easy as clicking on an email. However, there are several features to note when viewing shared calendars.

1. To open the shared calendar, open the invitation you received in your email. You should see something similar to the picture to the right.
2. When you click on the "Open this Calendar" button in the upper left hand corner it will add the shared calendar to your calendars.



3. You will now see the shared calendar listed in your calendars in a new section called "People's Calendars". You can check or uncheck the box to show and hide the new calendar.



4. When you make the new calendar visible, you have several options for how you want it to display. The default option is "Side by Side" view.

5. An additional view you can use is called "Overlay". Change to and from this view by clicking on the small arrow to the left of the shared calendar's name or right-clicking on the Calendar Name and choosing "View in Overlay Mode".

