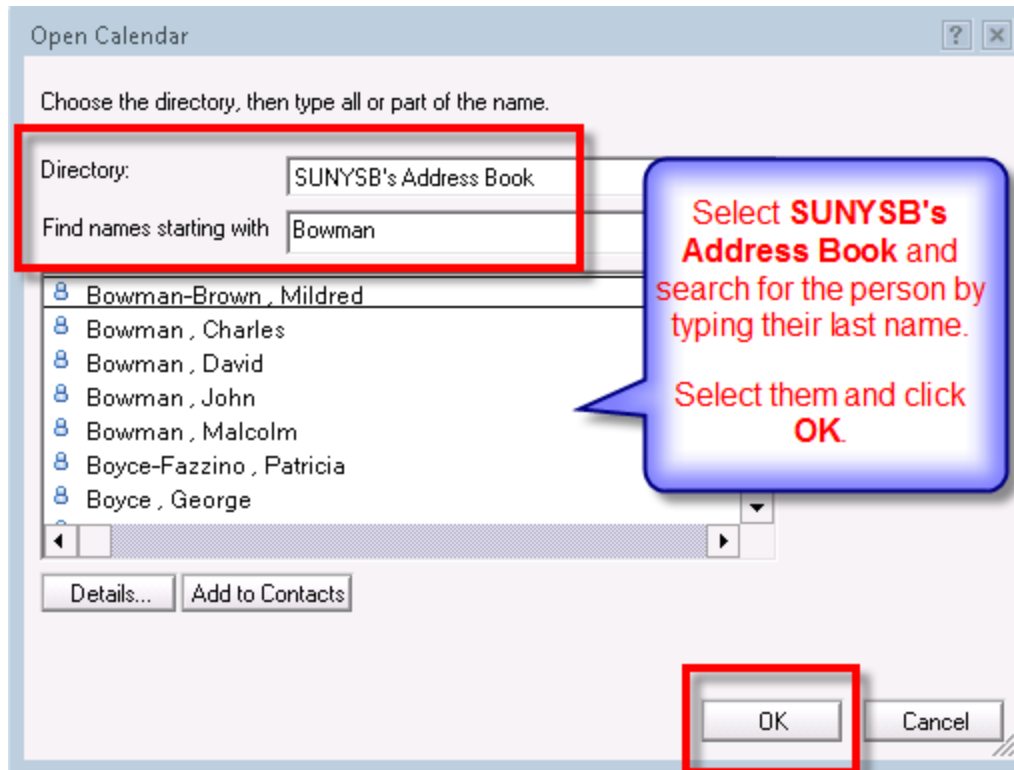


## Manage Someone Else's Calendar

To open someone else's Calendar:

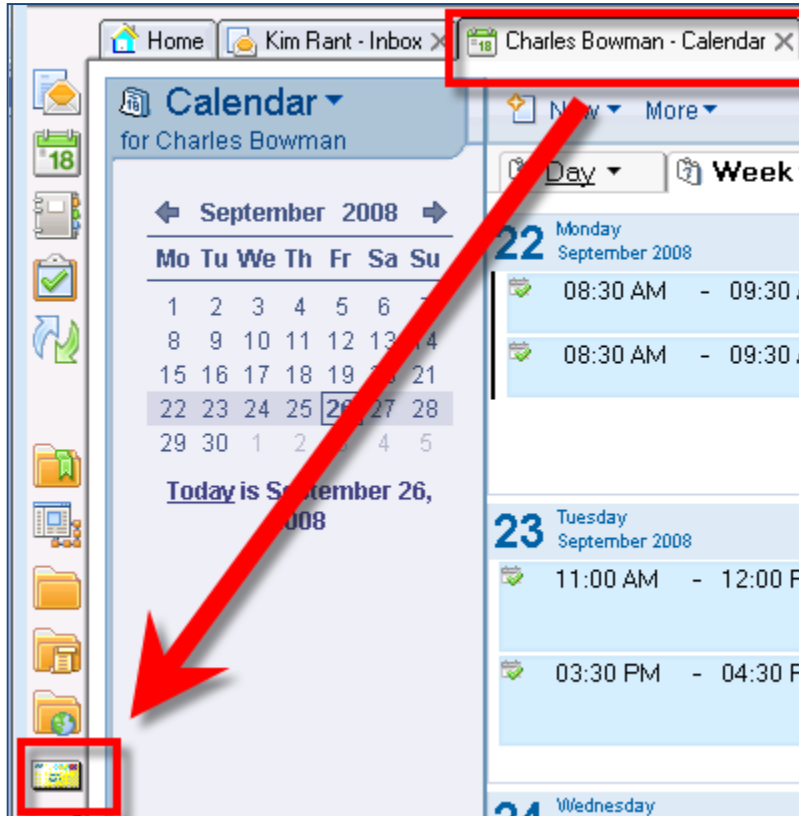
- From your *Calendar* click the **More** action and select **Open Person's Calendar**



## Create a Bookmark to Someone Else's Calendar

If this is a Calendar that you access on a regular basis, you should create a shortcut to it on the *Bookmark Bar*.

- Drag and drop the window tab directly on the *Bookmark Bar* or into your *Favorite Bookmarks* folder.

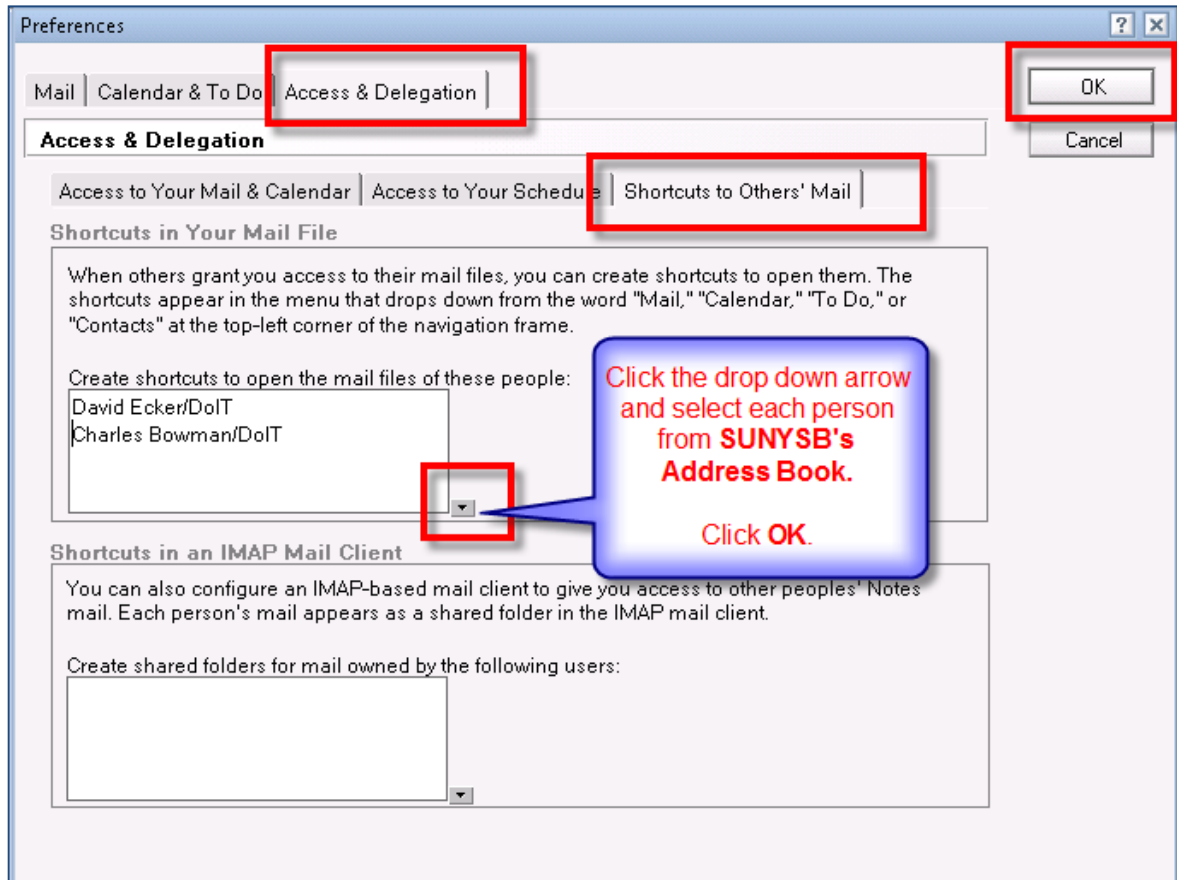


To close the Calendar, click the **X** in the window tab.

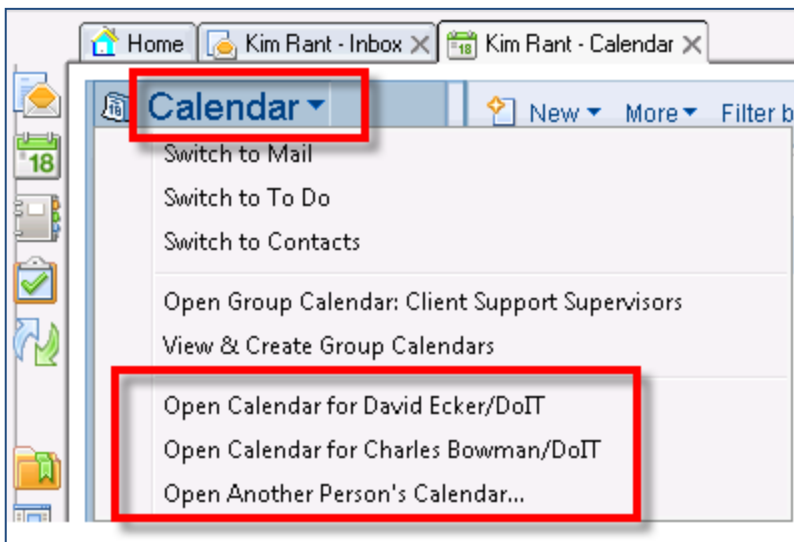
## Create Shortcuts to Other People's Calendars

If you manage more than one person's Calendar and you don't have room on the Bookmark Bar to create shortcuts you can do the following:

- Click the **More** action and select Preferences
- Click the **Access and Delegation** tab
- Click the **Shortcuts to Others' Mail** tab



## To access the shortcuts



Click the drop down arrow in the Calendar header and select **Open Calendar for XXX**.

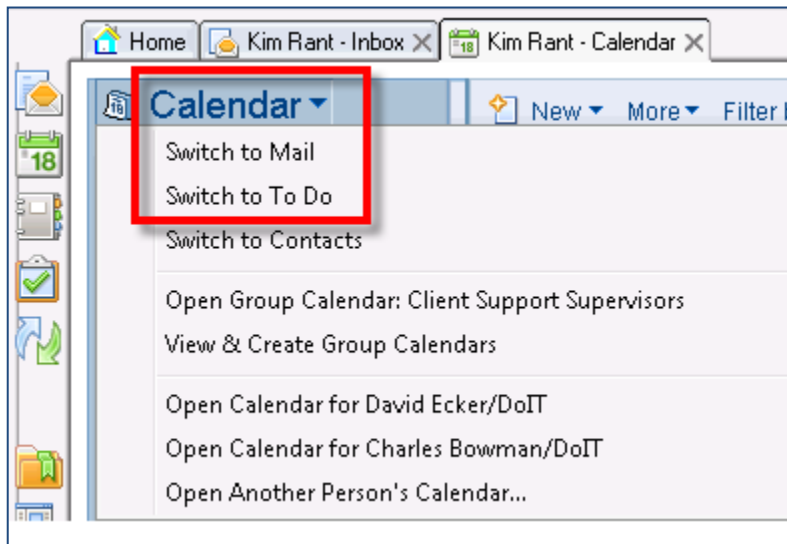
## Working in Someone Else's Calendar

Once you are in someone else's Calendar you can view entries and, depending on the level of access that you've been given, you may even be able to create entries, edit entries and delete entries.

When you send a meeting invitation from a Calendar other than your own, that person will be listed as the "Chair" of the meeting and your name will be displayed in the "Sent By" field:

Chair	DoIT Training
Sent by	Kim Rant/DoIT

When you've been given access to someone else's Calendar you also have access to their To Dos and you can view their Mail entries related to meetings (i.e., responses from invitees, invitations to a meeting, etc.).



While in the other person's Calendar click the drop down arrow in the Calendar header and choose **Switch to To Do** or **Switch to Mail**.