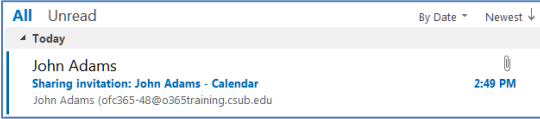
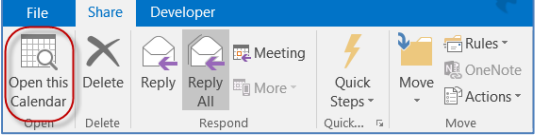
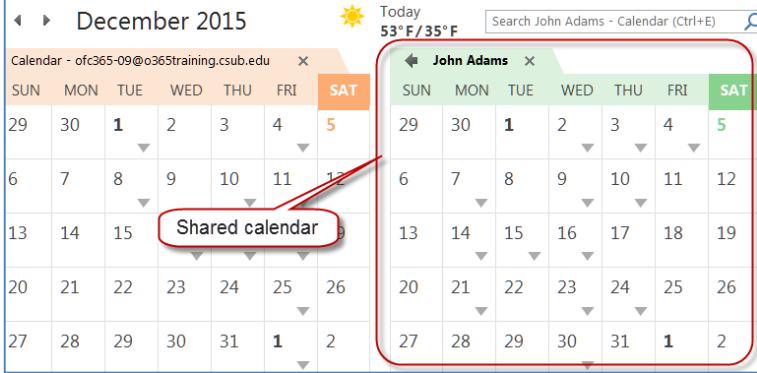


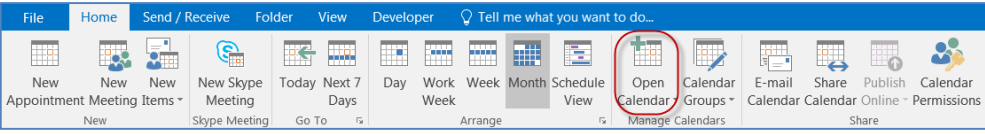
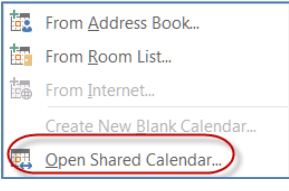
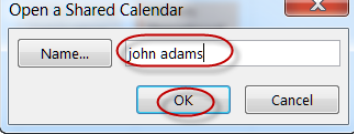


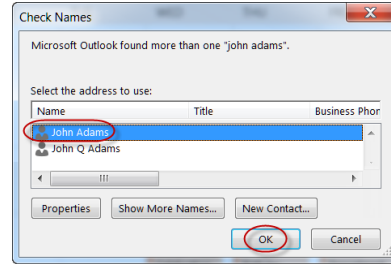


Responding to a Sharing Invitation

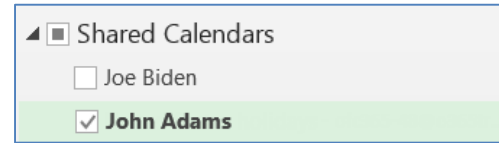
When a calendar is shared with you, you will receive a Sharing Invitation in your Inbox. These instructions will guide you in responding to a Sharing Invitation.

<p>1. From your Outlook email, double-click the sharing invitation email</p>	
<p>2. When the email opens in a new window, click the button, Open this Calendar</p>	
<p>3. The shared calendar opens.</p>	
<p>4. If the shared calendar does not open, navigate to your calendar. Click the Calendar icon  (lower left calendar)</p>	
<p>5. On the Home tab, click Open Calendar</p>	
<p>6. From the menu, click Open Shared Calendar</p>	
<p>7. When the window opens,</p> <ul style="list-style-type: none"> • Enter the name of person • Click OK 	

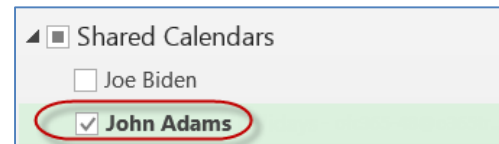
8. From the **Check Names** box,
- Select the desired person
 - Click **OK**



9. Shared calendars appear in the Folder pane on the left and below the calendar thumbnails.



10. To view a shared calendar, click the desired calendar



11. The shared calendar will open.

