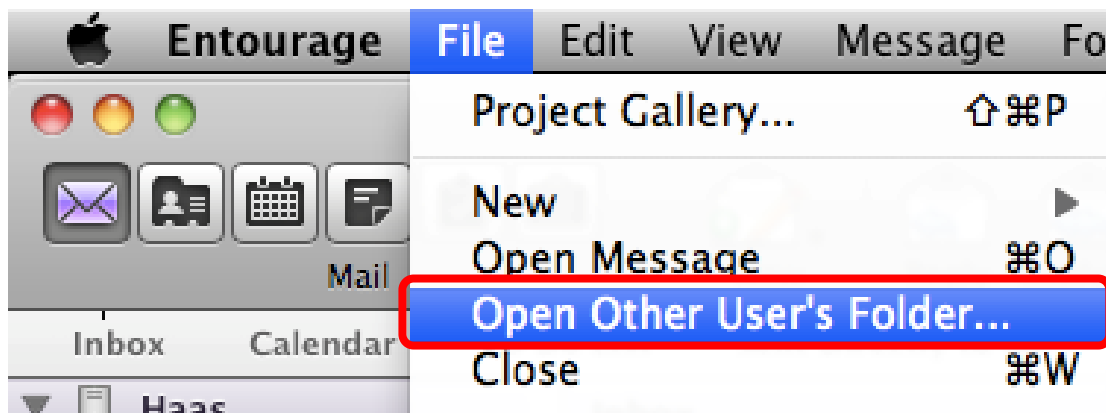


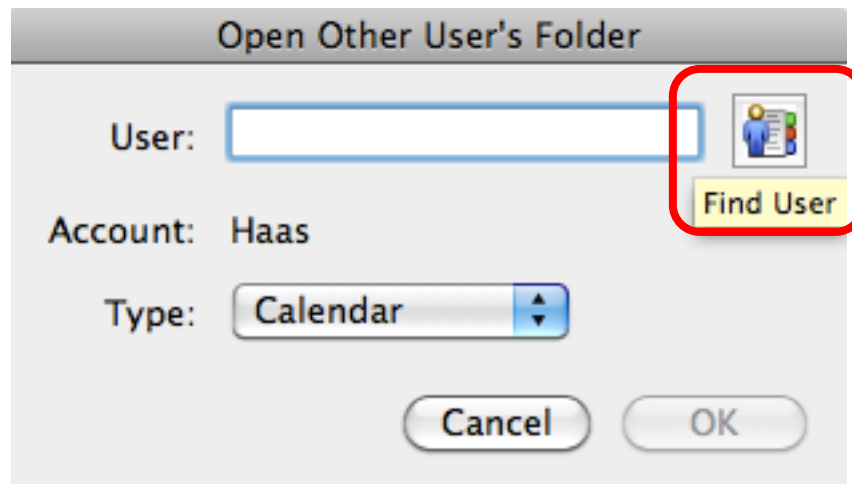
## How Do I View a Shared Calendar on Entourage?

**NOTE:** You need permissions from the Owner's Calendar before you can have access to another user's calendar.

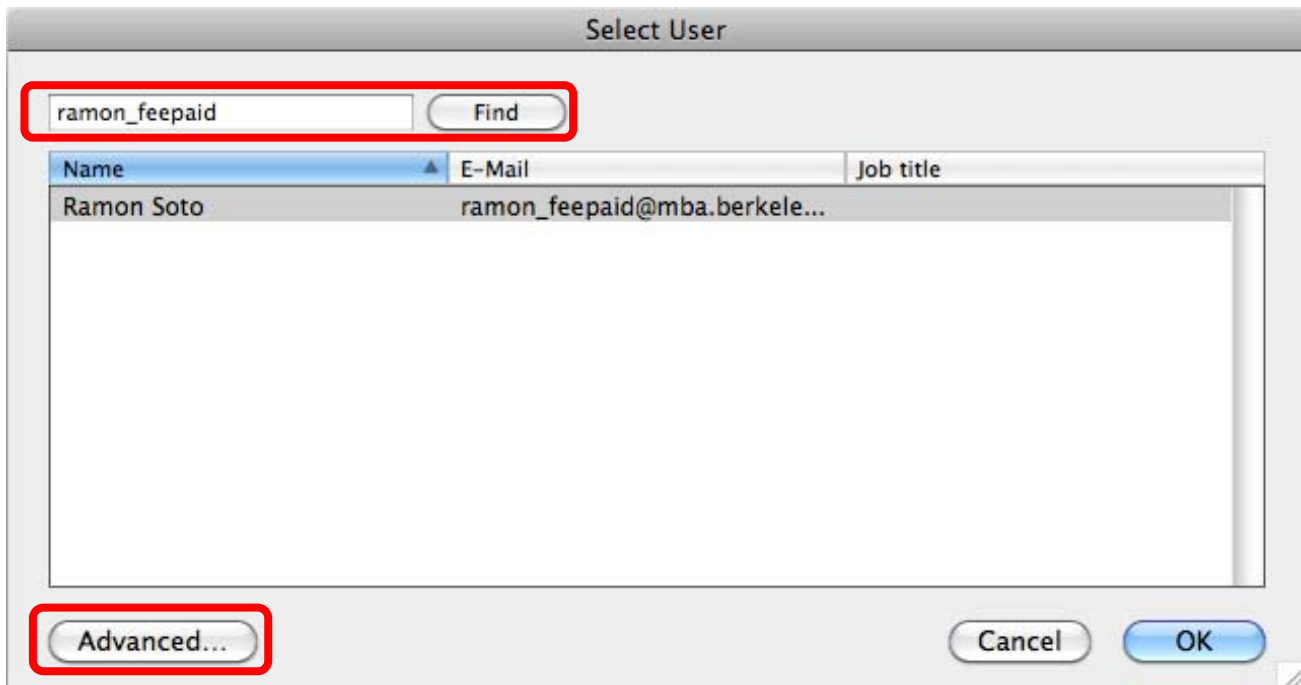
Step	Procedure
1	Before you start, make sure you are connected to the internet.  Then <b>click "File"</b> from the top menu bar and select <b>"Open Other User's Folder..."</b>



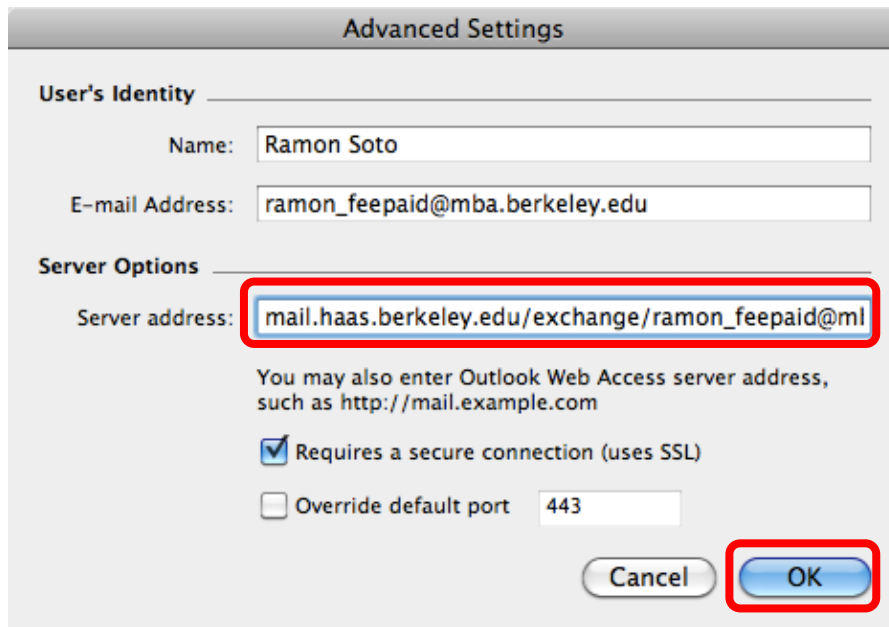
Step	Procedure
2	Click on the <b>"Find User"</b> icon.



Step	Procedure
3	Enter the <b>name of the user</b> whose calendar you want to view and then <b>click "Find."</b> Make sure that the correct user is selected, and then click on the <b>"Advanced"</b> button on the lower left-hand corner.

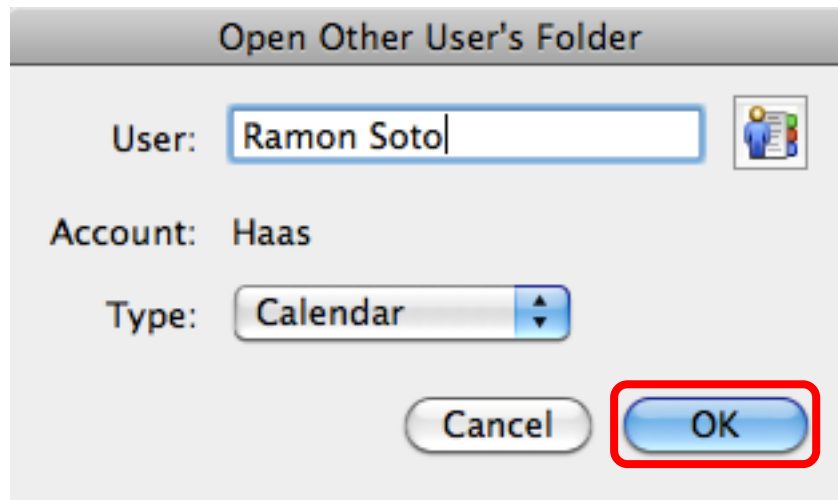


Step	Procedure
4	<p>Type "<b>mail.haas.berkeley.edu/exchange/user's Haas email address</b>" into the <b>"Server address"</b> box. For example, for the user Ramon_Feepaid, enter:</p> <p><i>mail.haas.berkeley.edu/exchange/ramon_feepaid@mba.berkeley.edu</i></p> <p>Click <b>Ok</b>.</p>



Step	Procedure
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5	At the next window make sure the "Type:" is <b>Calendar</b> , then click "OK" again.
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Step	Procedure
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6	Once the shared Calendar has finished synchronizing, you should be able to <b>view it</b> by selecting the <b>drop-down arrow</b> next your <b>Calendar's Name</b> .
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