Open another User’s Calendar

In Office 365 Exchange, the default permission to a calendar will allow another user to see your Free/Busy time when scheduling a meeting.

If you wish to open a shared calendar to view, you will go to your calendar in Outlook and:

A. Click the link to **Open a Shared Calendar**...
B. The dialog box will open to enter the name of the calendar you wish to open.
C. Click the **Name**... button to open the search window.
D. Click the radio button for **More columns**.
E. Type in the user’s name or username and click **Go**.
F. Double-click on the user in the search results and their name will appear in the Open a Shared Calendar dialog box.
G. Click **OK**.
   • If you have access to this calendar, it will open for you to view.
   • If you do not have access to this calendar, you will see a dialog pop-up that states:
     o You do not have permission to view this calendar.
     o Do you want to ask <Name of Calendar Owner> to share his or her calendar with you?
   • Click Yes to request permission.
   • This will open an email message addressed to the calendar owner.
   • The check box to request permission is already checked.
   • You can type a message stating your reason for the request. When ready, click Send.

**Note:** There is a check box to allow recipient to view your Calendar.

Do not check this box. There is a bug in Outlook 2007 that will cause this to fail. To grant permission for others to view your calendar, you must use the Outlook Web App from myLCC.

This issue will be resolved when the college upgrades to a newer version of Office.