

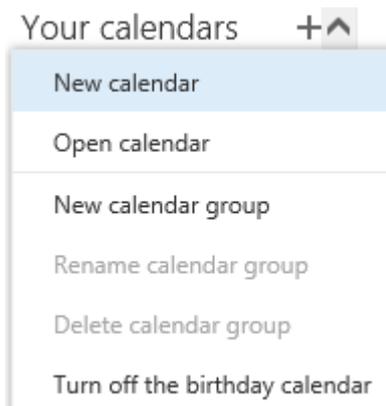
## Guide to displaying others calendar via webmail

Start your web browser and logon to webmail on <http://outlook.com/dtu.dk>

Click the **Calendar Icon** in the bottom left corner so you change to the calendar view.



Right click **Your calendars** and choose **Open calendar**



You can now write the name of the person whose calendar you want to look at in the **From directory** search filed.

### Open calendar

From directory:

Internet calendar:

Open

Cancel

When you have found the person and clicked the selected name the box will look like this.

## Open calendar

From directory:



Internet calendar:

Open

Cancel

You can now click **Open**. When you click the calendar, the central calendar view will show what calendars you have selected, where **Calendar** is your own and in my example, the **newmail calendar** is the added one.

Calendar

newmail

In the calendar view itself, there will be shown what is in your own **calendar** and the **added calendar**. However, for the large part the calendars you can look at will not show you any more information than the person is busy at a certain time.

newmail Andre: Foreløbigt

In the example above you can see the meeting I have created is the same color as the newmail tab above.