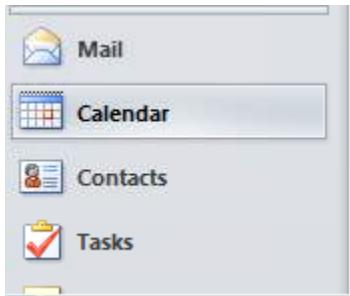
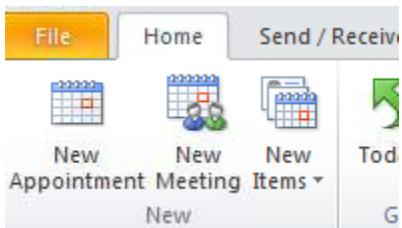


How to open the Moving Calendar

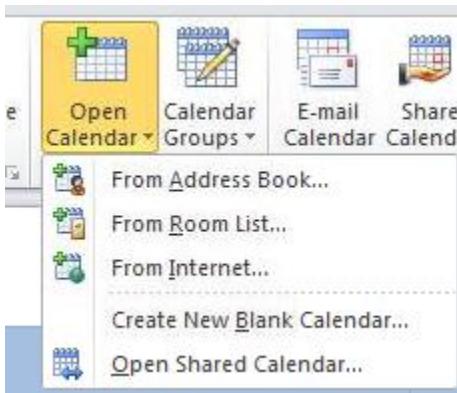
- Open **Microsoft Outlook**
- Click on the **Calendar** tab in the lower left corner



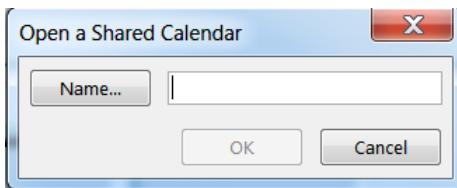
- At the top, Select the **Home** tab



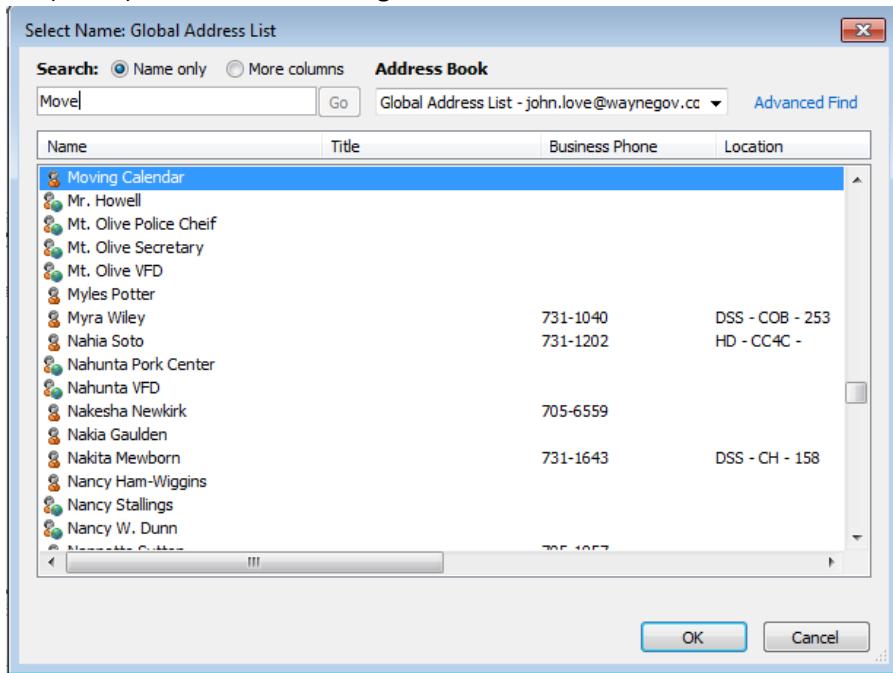
- Now, Click on **Open Calendar** and select **Open Shared Calendar**



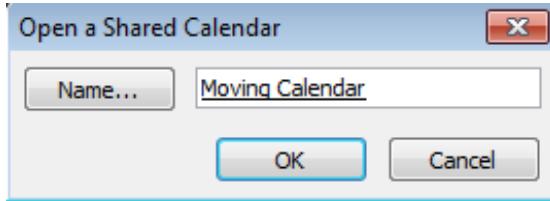
- The Open a Shared Calendar box will appear



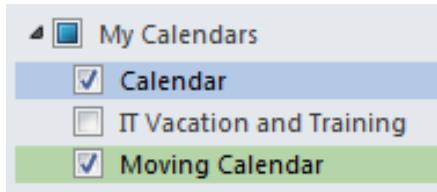
- Click on **Name**. You can Type the beginning of the Calendar name to get to that section of the list (Move)Move or scroll through the list and select the desired item. **Click OK**



- When you see the following screen **click OK**



- You will see the selected Calendar added to your calendar list.



- You can make the calendar Visible or Hidden by clicking the check box beside the name.