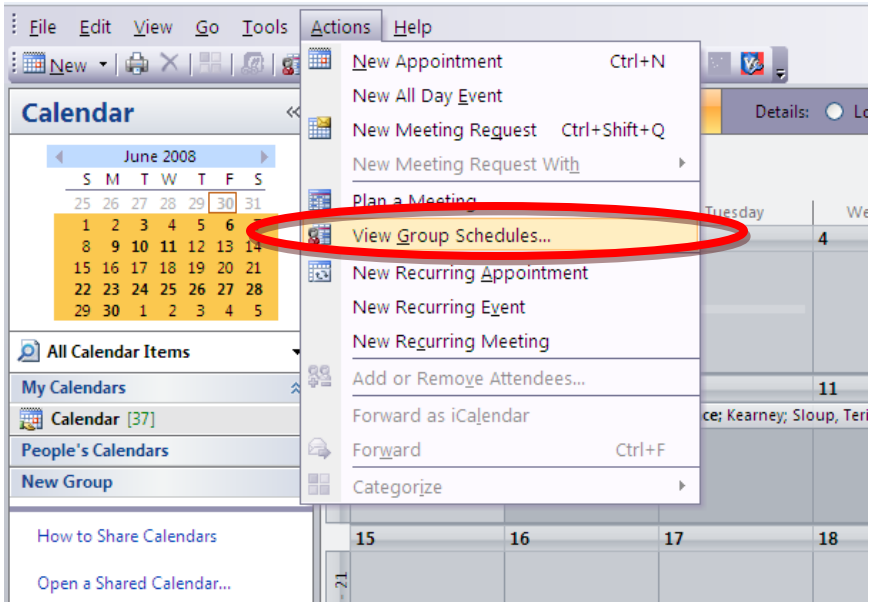
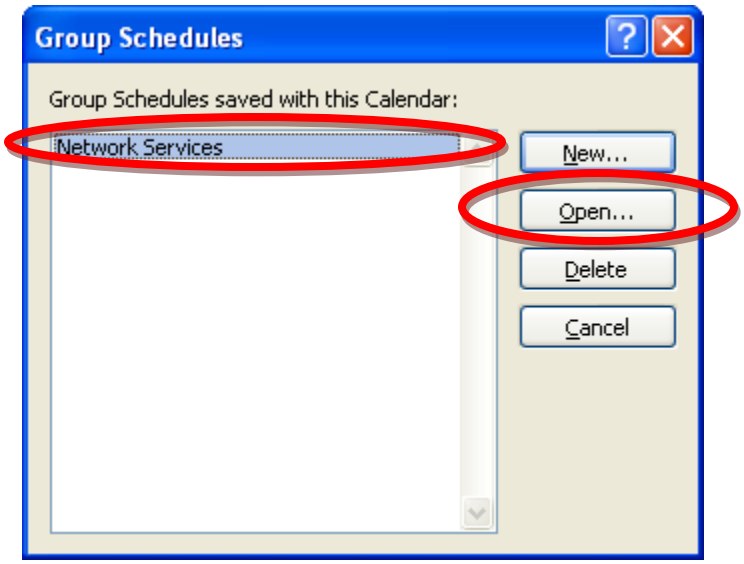
Viewing Outlook Group Schedules

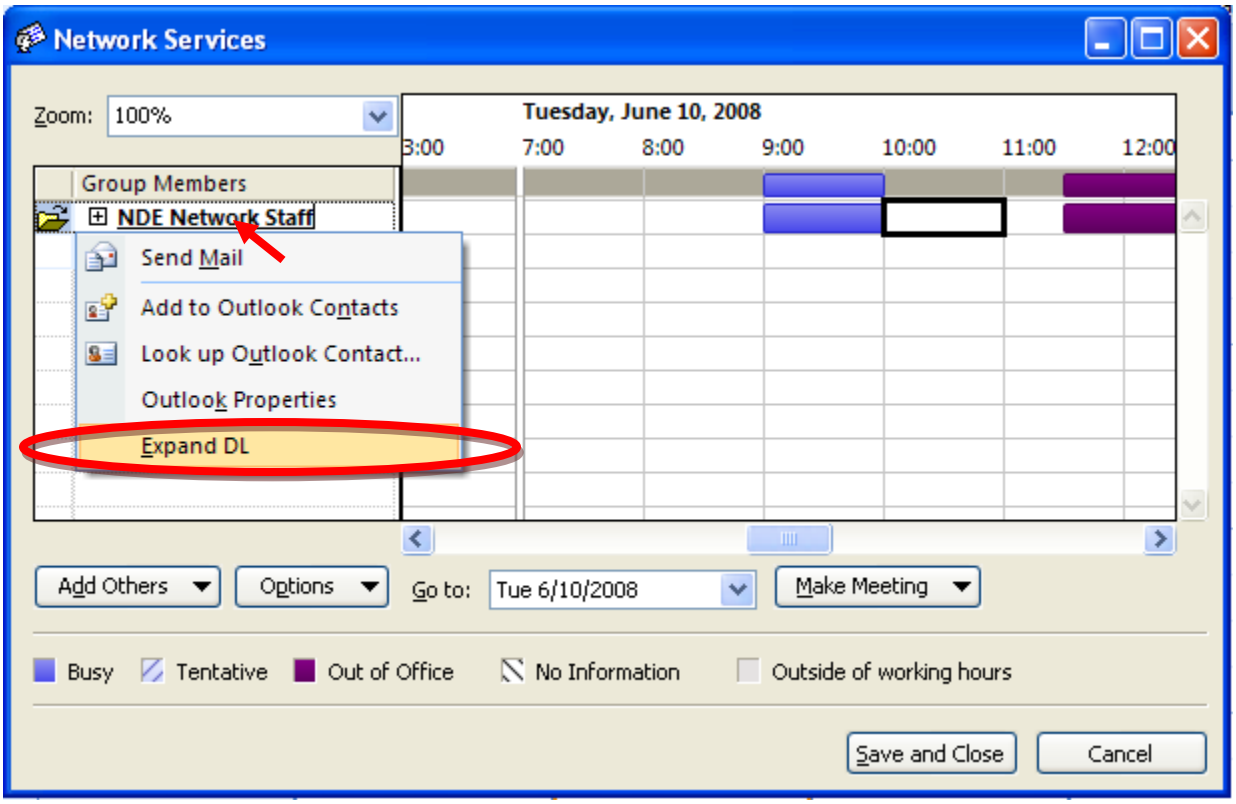
1. While yare in your Outlook calendar, click **Actions** from the menu and select **View Group Schedules…**



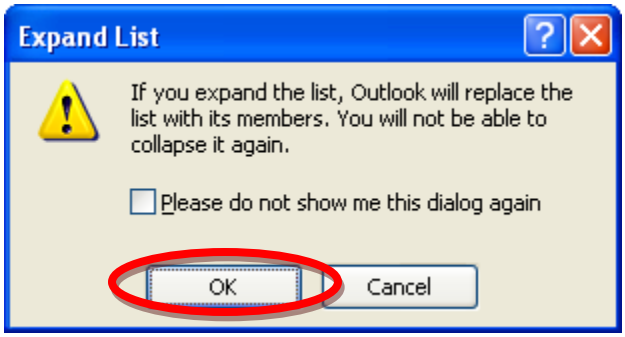
2. A Group Schedules window will appear. Click on the name of the group calendar you want to see so that it is highlighted. Once it is selected, click **Open...**.



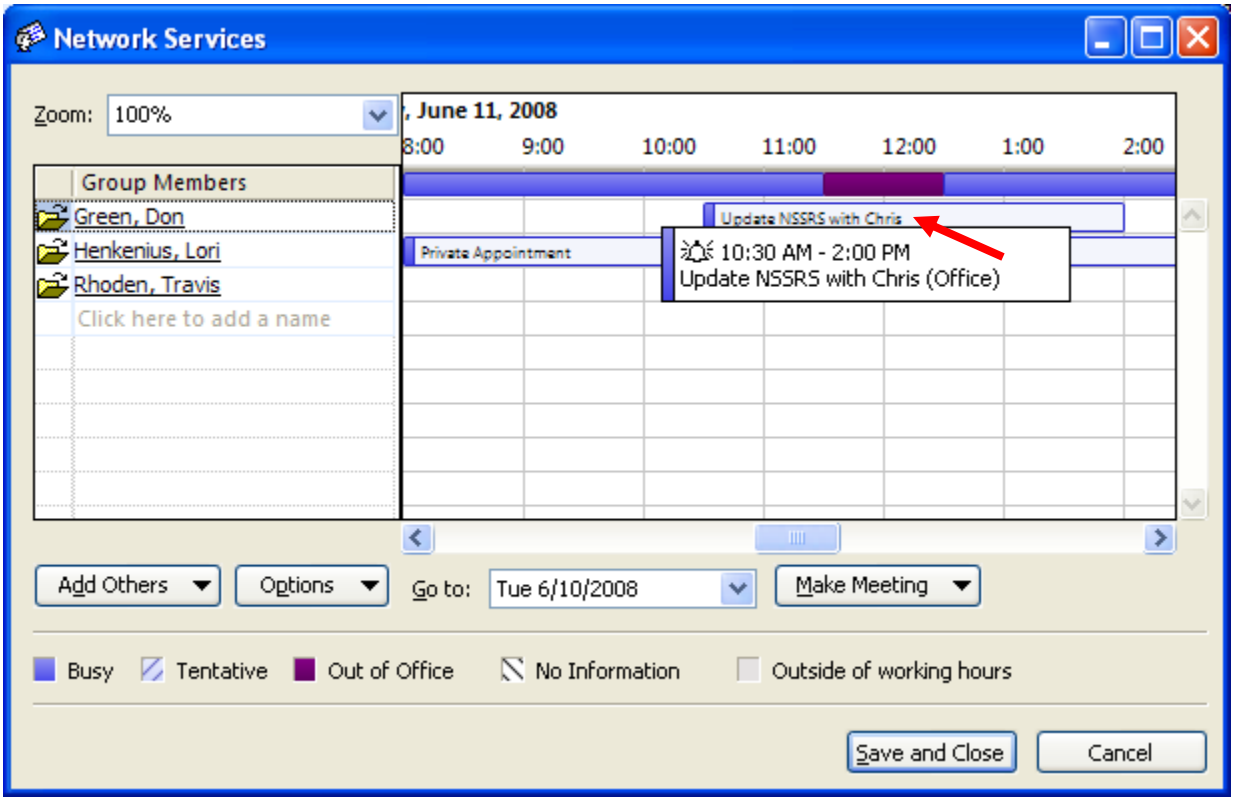
3. The calendars appear gray for a few seconds before thecolor coded “busy times” appear. If all of the individual people’s calandars are showing, skip to Step 5. If the group calander is only showing a group name and not all the individual people in the Group Members field as shown below, right click the group name and select **Expand DL.**



4. An Expand List window will appear. Click **OK**.



5. Now that all of the calendars are being show, you can see each person's busy time. If you have been giving the rights to read a person's calendar, you can hover over a person's calendar entry with your mouse to read what that entry is.



6. Once you are done viewing the group calendar, you can close the calendar by clicking the red **X** in the upper right hand side of the screen or clicking on the Save and Close**.** *(Note: if you click the Save and Clsoe, if you made changes to the group calendar, they will be saved. Clicking just the red X will give you the option to save or not to save any changes.)*