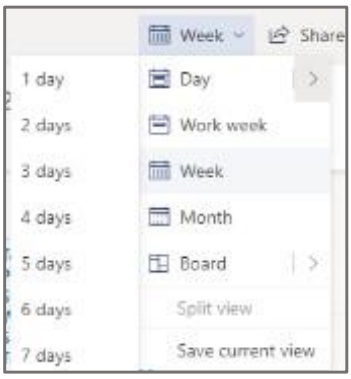
Calendar Views in Outlook on the Web

To access the calendar in Outlook on the Web, click on the calendar icon in the left navigation pane.



Changing the display



You can customize the calendar view by navigating to the upper right-hand area of the calendar page and clicking on the drop down for the current view. The default is a week, but you can set it to your preference here.

There are a few ways you can change the week you are viewing:

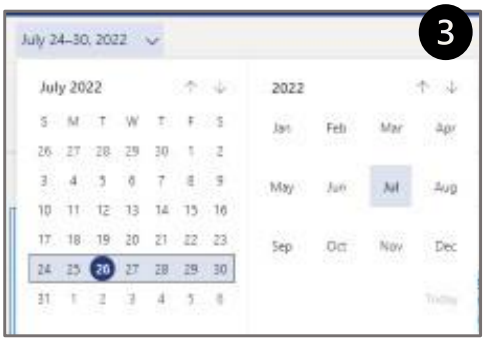
1. You can click on the arrow buttons next to **Today** in the upper left-hand corner to go forward and back.



2. You can click on the week you want to view on the calendar on the left side of the page.



3. You can click on the drop down on your current view and choose the week and month you want to view.



Viewing shared calendars



To view a shared calendar, click on the person's calendar you wish to view. Their meetings will be color-coded and show side-by-side with your meetings on your calendar view.



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