

## Access a Shared Calendar via Entourage

1. Select File → Open Other User's Folder
2. Leave the User: field blank and Select the Address Book look up icon.
3. Enter the name of the person who is sharing the calendar and click Find. Once the person is located and selected click the Advanced button.
4. In the Advanced Settings add /exchange/"the e-mail address" (without quotes) Click OK
5. Click OK on the next screen
6. Entourage will display the shared calendar.

I have included a link to a website that has these instructions with pictures.

[http://support.itsolutionsnow.com/index.php?\\_m=knowledgebase&\\_a=viewarticle&kbarticleid=94](http://support.itsolutionsnow.com/index.php?_m=knowledgebase&_a=viewarticle&kbarticleid=94)