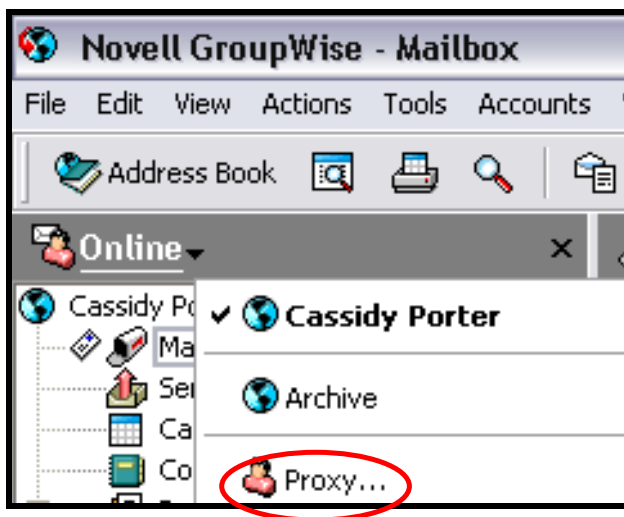


How to View Someone Else's Calendar/Email

So someone has given you permission to their calendar or email or both, here is how to view them.

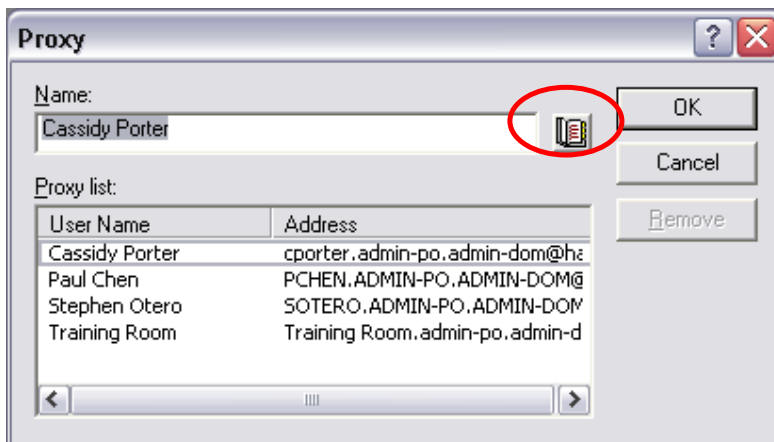
Step 1

- Using the menu bar, go to "view" and chose "QuickViewer"



Step 2

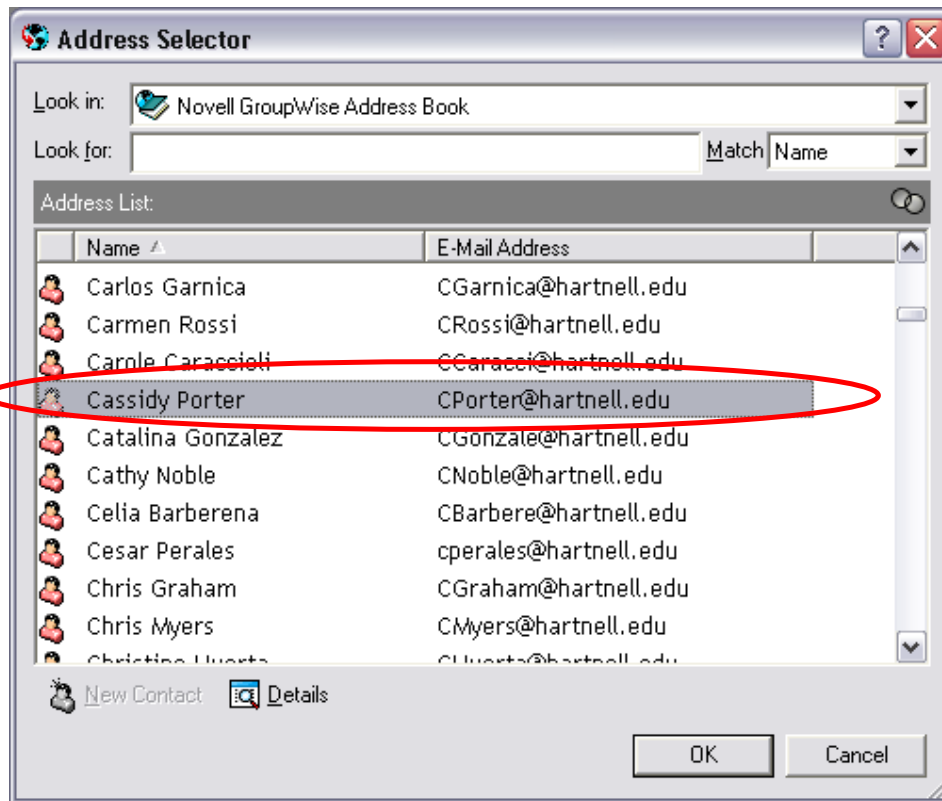
- Click the address book to find the name you are looking for



How to View Someone Else's Calendar/Email

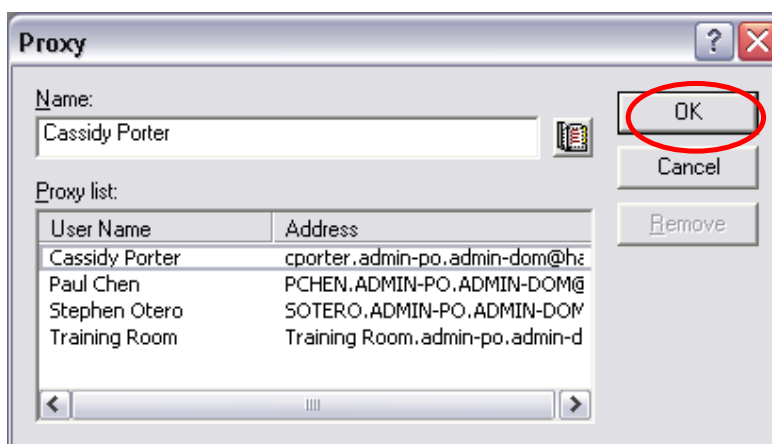
Step 3

- Double-Click the name you are looking for



Step 4

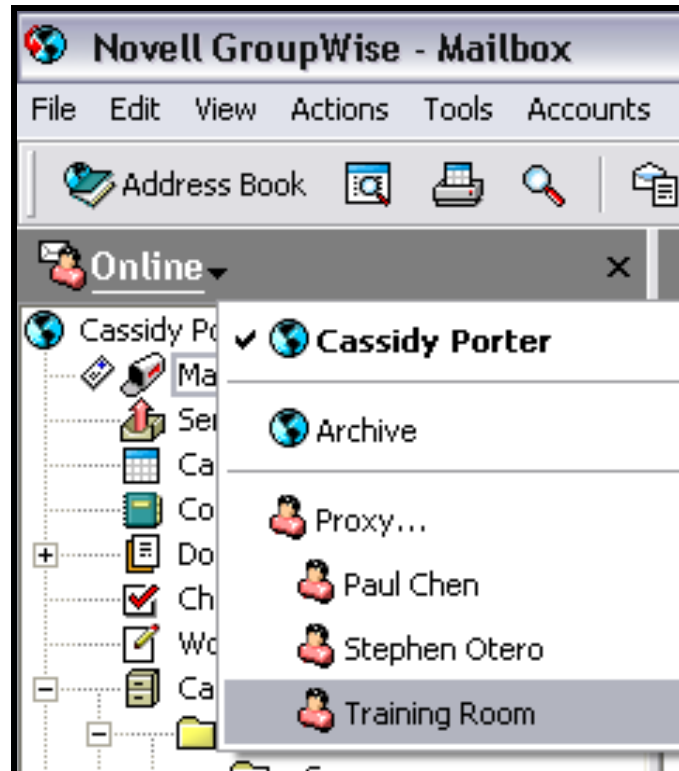
- Click "OK"



How to View Someone Else's Calendar/Email

Step 5

- Click "Online" and choose which other Email/Calendar you would like to view



Note: to switch back just select your name from the list again by the world icon