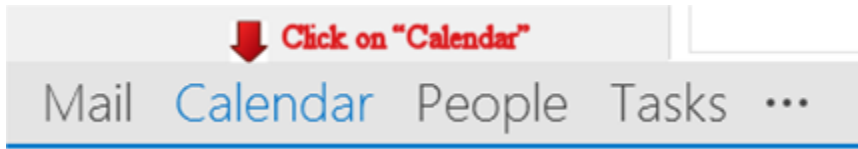
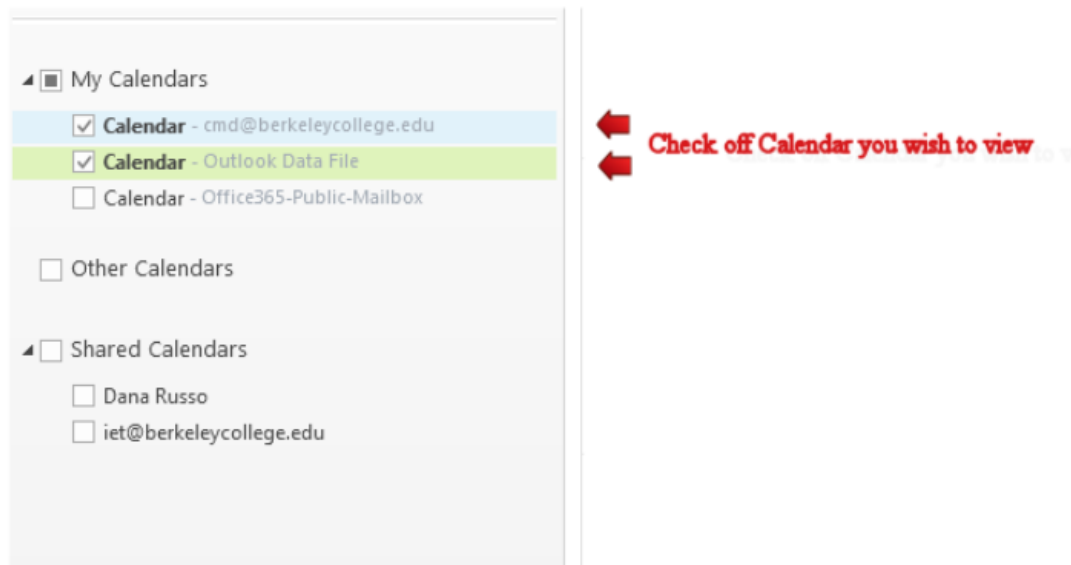


Outlook 2013 Calendar Views

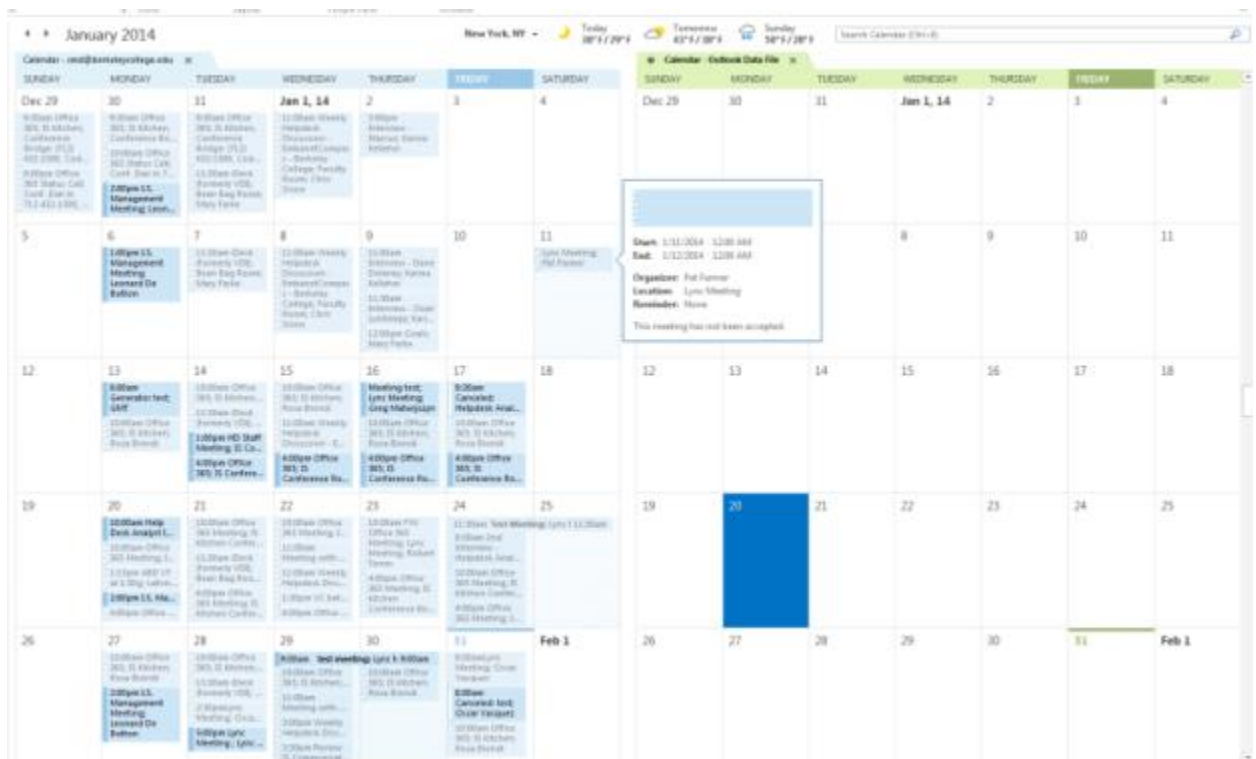
1. Click on “Calendar” on the lower left-hand side of the screen.



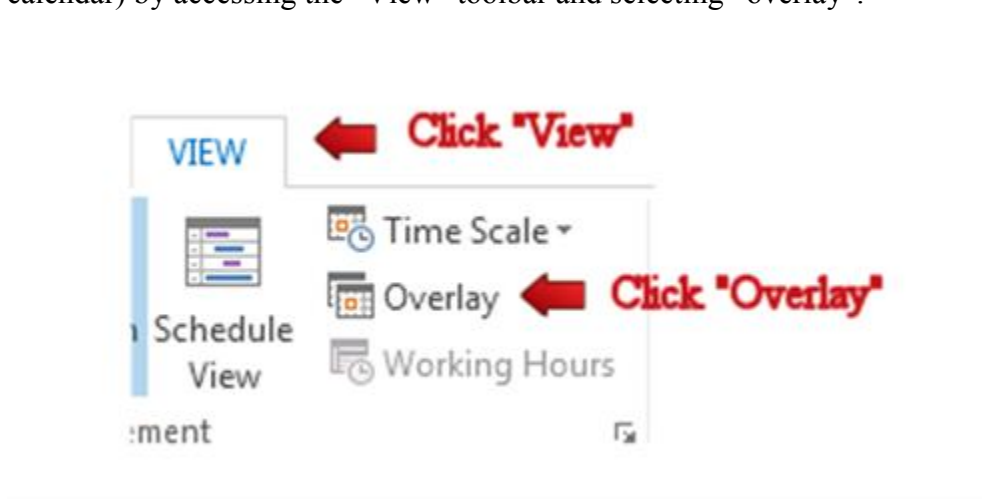
2. Under “My Calendars” check off the calendars you would like to view .
3. (You can select one calendar or multiple calendars by checking off the boxes next to the calendars you’d like to view.)



4. The view below shows the calendars side-by-side.



- You can also view an overlay calendars (with multiple user schedules combined into one calendar) by accessing the “View” toolbar and selecting “overlay”.



- The view of an overlay calendar

