



NCDTech: FAQ Opening another persons Exchange folder.

CALENDAR:

Step 1: In Calendar, click Open a Shared Calendar.

Step 2: To select another person's name from the address book, click Name or type the name in the Name box.

Step 3: The new calendar will appear to the side of any calendar already in the view.

CONTACTS

Step 1: In Contacts, click Open Shared Contacts.

Step 2: To select another person's name from the address book, click Name or type the name in the Name box.

Step 3: Click OK.

TASKS

Step 1: In Tasks, click Open Shared Tasks.

Step 2: To select another person's name from the address book, click Name or type the name in the Name box.