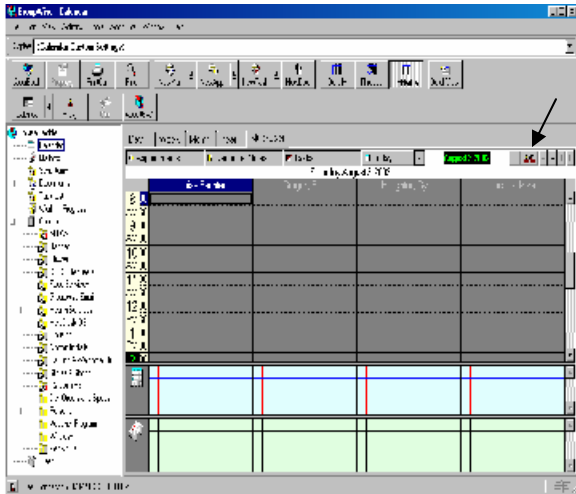





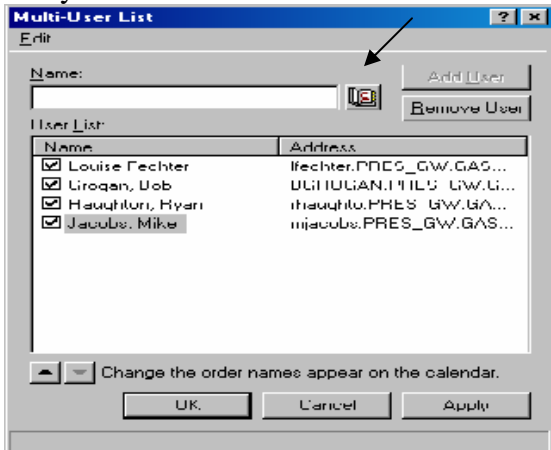
TechTips

How do I create a new multi-user Calendar view and add a new user?

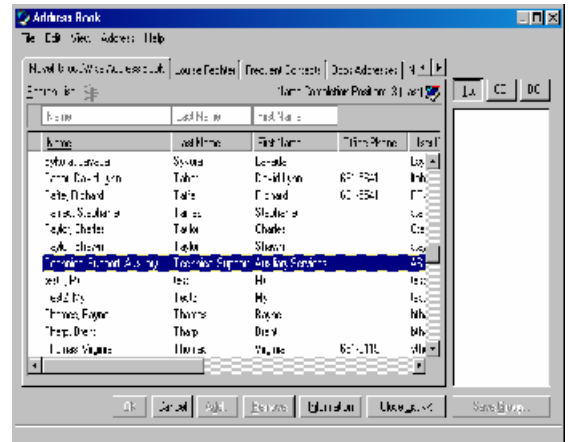
1. Click  in the Folder List to ensure that you are in the Calendar View.
2. Click on the Multi-User Tab and locate the .



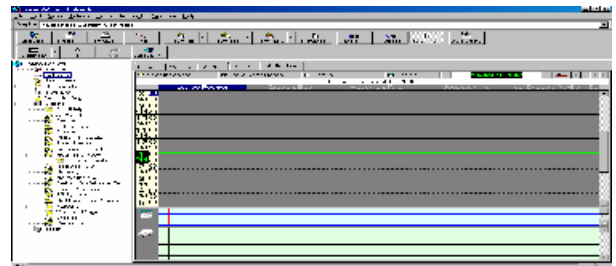
3. Click on the Multi-User Icon locate above.
4. Next, view the User List to determine whether the user that you want to add to your multi-user view is listed.
5. If not, then click on  and locate the user that you want to add.



6. Next, select the user that you want add and click on To on the right of the Address Book, click OK to add user.



7. Once you have returned to the Multi-User List dialog box, click Apply and OK.
8. Now, you should see the new user added to your Multi-User List View. You can also change the order of the names that appear on calendar in this dialog box simply clicking on the up and down arrows.
9. Below is an example of what your Multi-User Calendar might look like after adding a new user:



10. Click OK to Save and Add user to Multi-User list.

