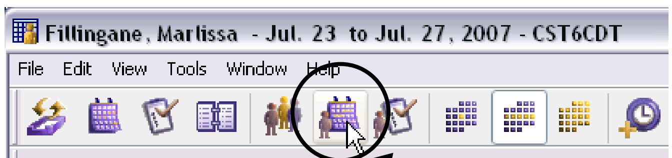
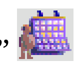
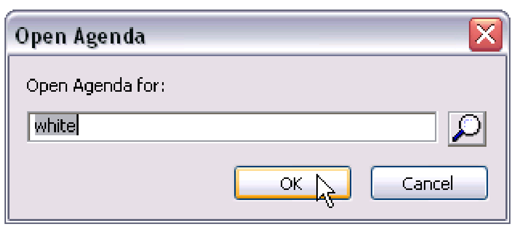
View a coworker's or resource (room) agenda

Viewing another employee's agenda can be very useful to see if a person is currently is available for a quick question, etc.

Opening another employee's agenda



After opening the calendar utility, click on the "Open Agenda"  icon on the toolbar.

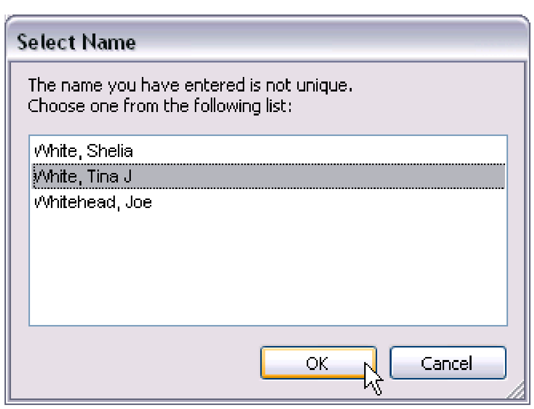


Enter the person's first or last name for whom you are inquiring.

Click on the 

button.

If there is only **one person with that name in the system**, it will automatically display their calendar.

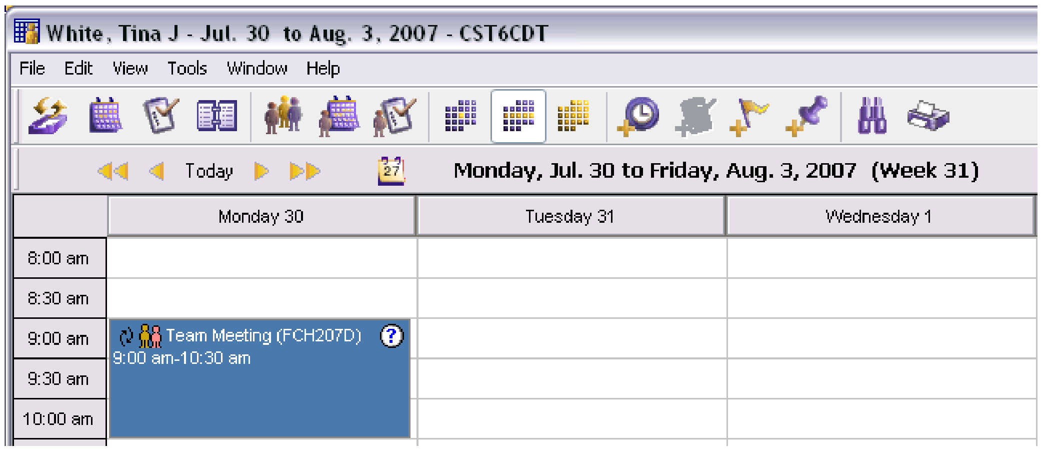


However, if there are **several people with the same last name or first name** that you entered, you will see the above box.

Click to highlight the appropriate name.

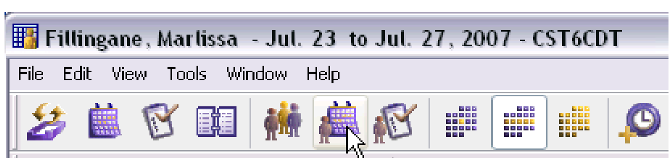
Then, click on the 

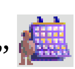
button.

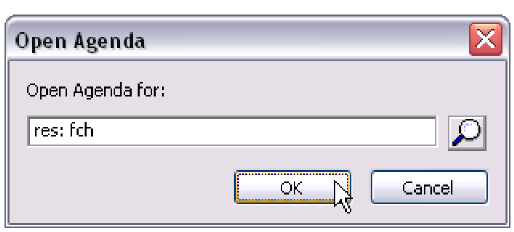


Now, you can see the coworker's agenda for the day/week selected. If you scheduled a meeting with this person, you will see the meeting title. Otherwise, you will see time blocked but you may not see the meeting title.

Opening a resource's (or room) agenda



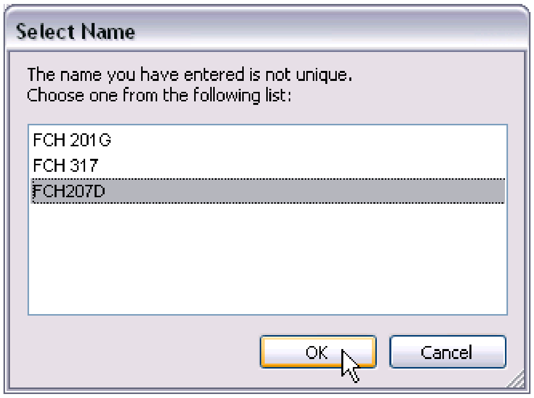
After opening the calendar utility, click on the "Open Agenda"  icon on the toolbar.



Enter "res:" and then the name (i.e. FCH 317) of the resource. (NOTE: If you do not know the resource name, just type "res:" and click "OK" and you will see an entire list of resources to choose from.)

Choose the resource you want to view and click on the 

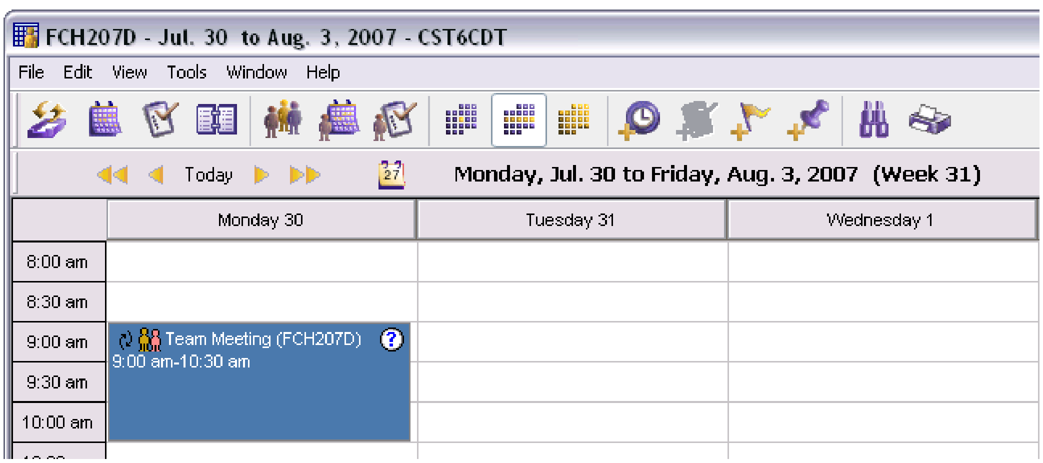
button.



The results display in a box as seen above.

You should click to highlight the appropriate name. Then, click on the 

button.



Now, you can see the agenda for the day/week selected. If you scheduled a meeting in this room, you will see the meeting title. Otherwise, you will see time blocked but you may not see the meeting title.