## **Overlay the Calendars**

1. In Calendar, in the Navigation Pane, select the check box of another calendar that you want to view.

The calendar that you selected opens next to calendar that is already displayed. Each successive calendar opens next to the one most recently opened.

2. On the Calendar tab, click View in Overlay Mode 🗣.

That calendar is now in overlay mode with the one you opened first — usually your default calendar.

3. To add another calendar to the overlay, repeat step 2.

A DECEMBER OF A		(Alternative Control of Control of	
Hater Send Roome	Public		
Constant Views	Week a	And Schedule Conception Restore Date:	ale States Care States
4 Children 2005 4 <sup>4</sup> Turille Turille Thi Fri 34 10 Hill Turille Thi Fri 34 10 4 5 4 7 8 9 10 11 12 13 14 4 15 16 17 18 19 49 21 32 23 17 18 19 49 21 32 23	•••	October 27, 2010 Canada X 27 Wanning	Saust of Grinder Inex. (15-4) 4.532 a
1 1 1 1 1 1 1	8 <sup>90</sup>	And mercuran order AT-352 Subs From	Charlans
Z My Calendari	0.00		
(/) Coleman			
(2) A4-312	1000		
AE460			
C ALIBA	1100		
	12 pm		
	1.00		
	2.00		
	3.00	II Forum: Campus Security Services Rudder 401	
	4.90		
	5.00		
- Mail			
Calendar	6.00		
Contacts	- 100		
Tasks		Show fails on Our Detr Stat Detr Dur Out -	
	2	Per Microsoft Support Case # 200070884707323 Tax Furning Tax Furning Tax	
- Meter	1	and aug ? Wed 54,200 Wed 54.	
E Reading light		And and the set water and and and a set of the set	

4.

Remove a calendar from the overlay stack

1. In Calendar, on the tab of the calendar that you want to remove from the overlay stack, click View in Side-by-Side Mode .

The tab moves back to the right. The calendar that you selected no longer appears in overlay mode.

2. To remove a calendar from view, clear its check box in the Navigation Pane or click **Close** on the calendar tab.