

Overlay the Calendars

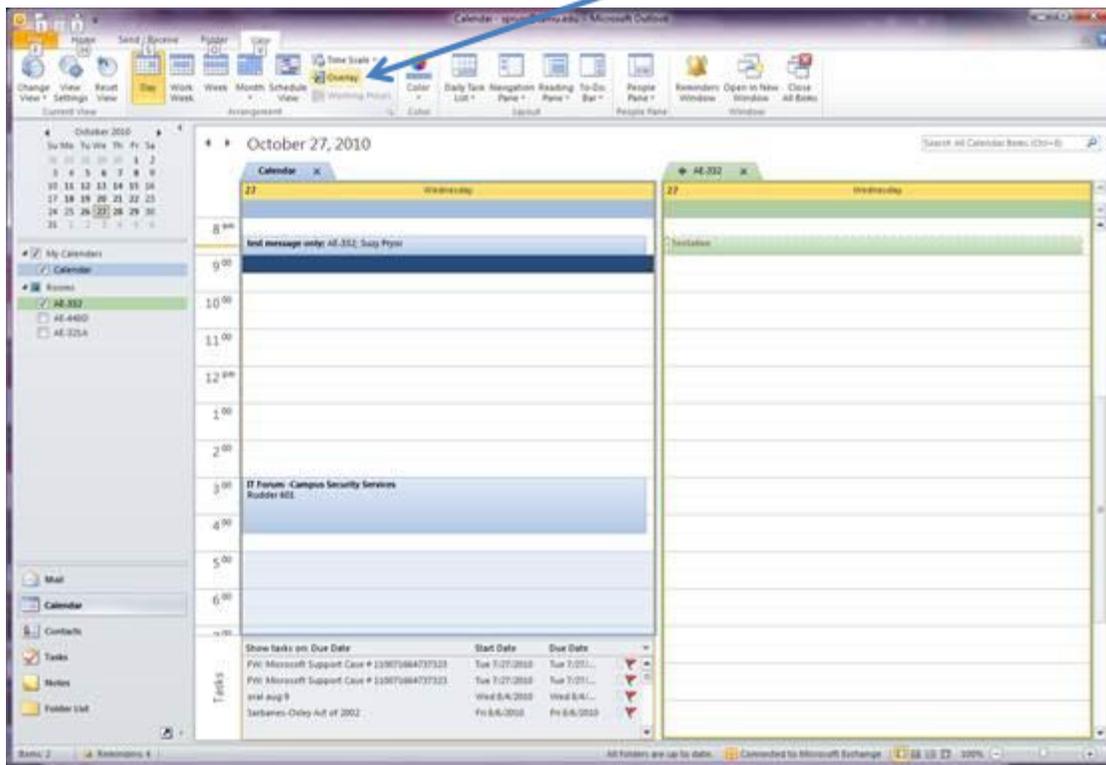
1. In **Calendar**, in the **Navigation Pane**, select the check box of another calendar that you want to view.

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.



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.