
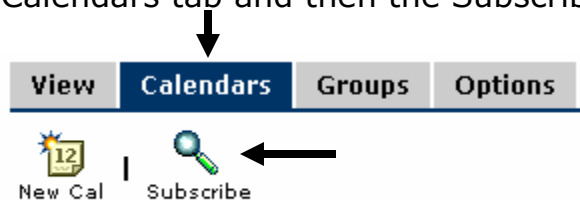


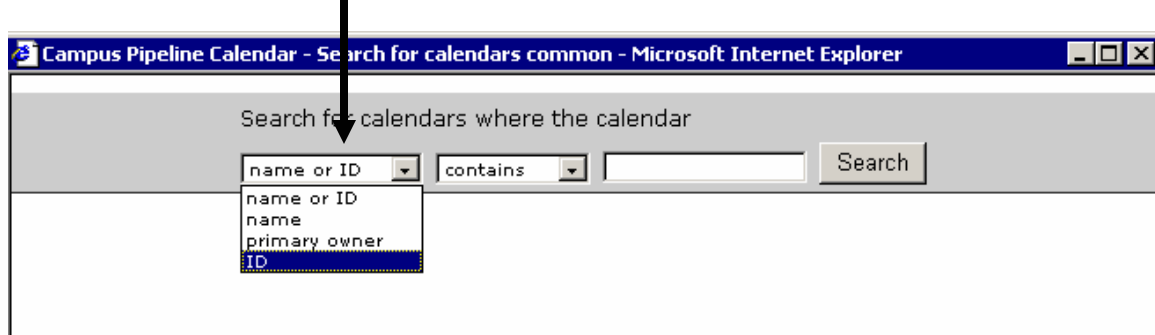
How do I look at someone else's Calendar?

Looking at another person's calendar is known as "subscribing" to their calendar in Gateway. Here's how you can view another person's calendar:

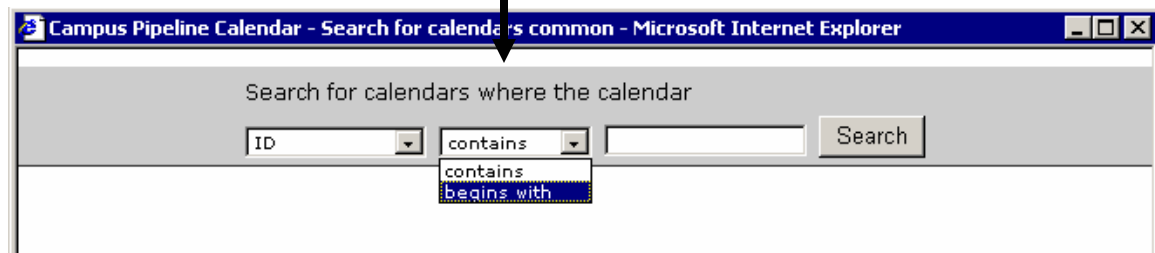
1. Log into Gateway and click on the Calendar Icon: 
2. Click on the Calendars tab and then the Subscribe Icon:



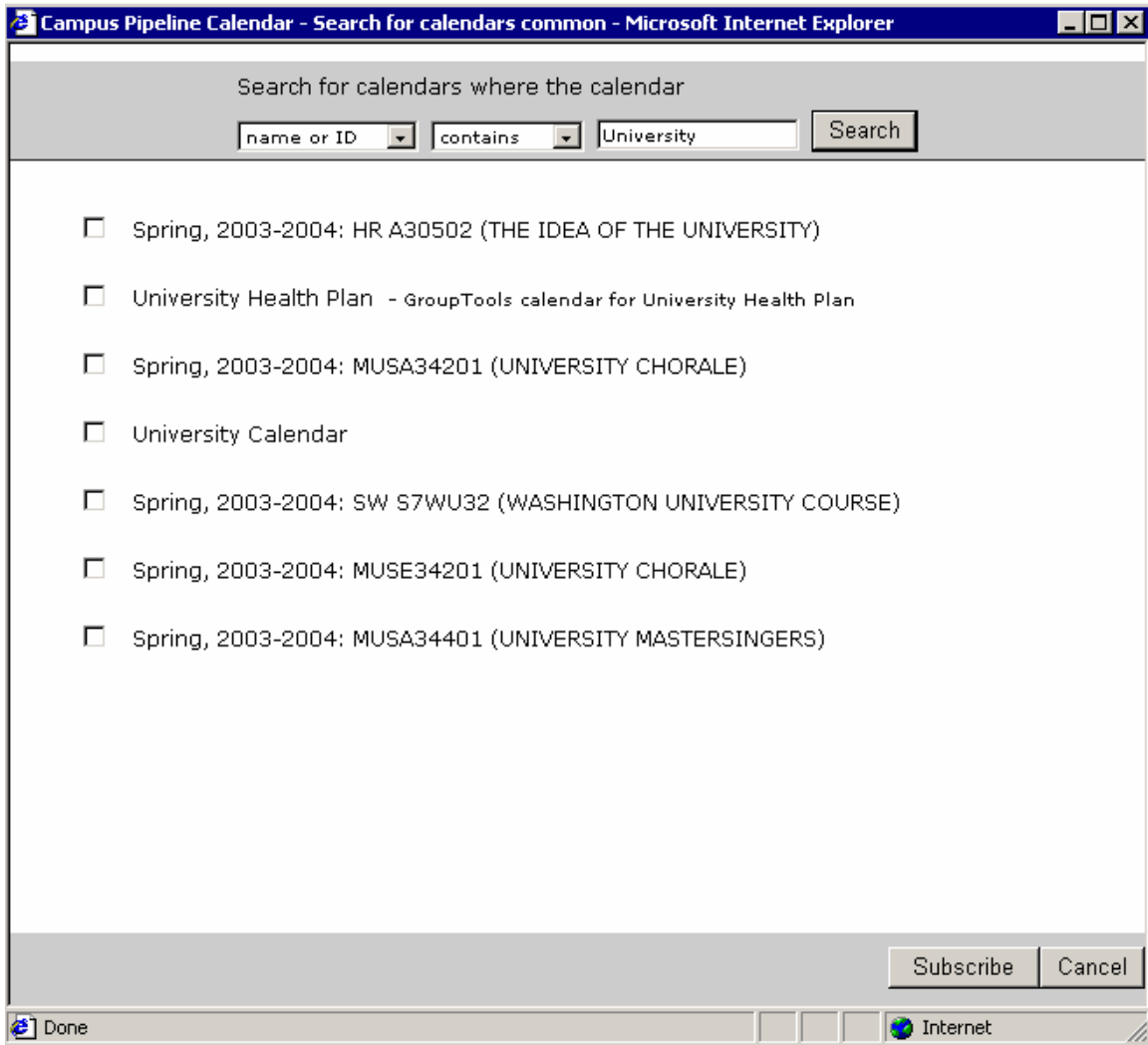
3. Drop down the list to select the type of search criteria you want to use from those available:



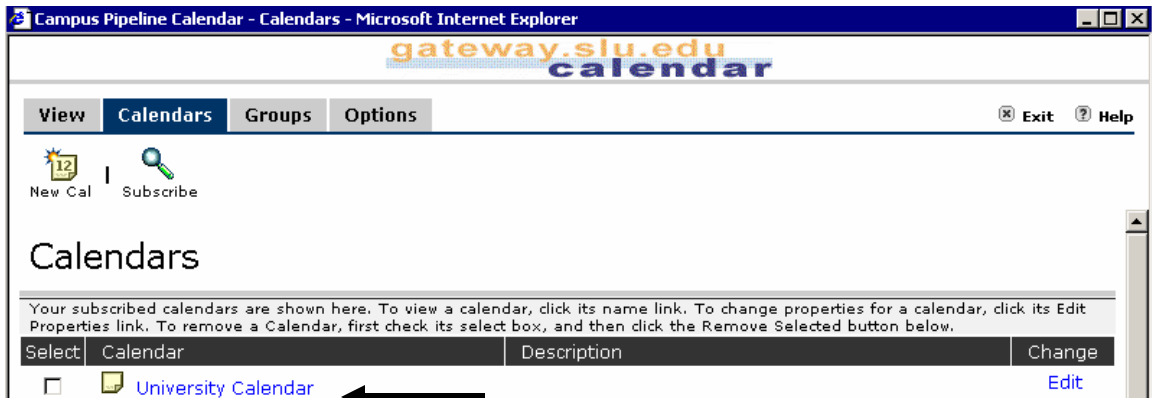
4. Sort the criteria:



5. Enter a key word (such as University, as seen here) and click Search:



- Gateway returns a list of all calendars in the system that meet your search criteria. To now subscribe to one or more of the calendars, click on the checkbox and then click the Subscribe button. The calendar that you have just subscribed to now appears in your list of Calendars on the Calendars tab:



- Once you have subscribed to a calendar, you can view it from within Gateway by clicking on the View tab, and then selecting the calendar from your list in the Current Calendar drop down list:

