View calendars side-by-side or overlaid

In Microsoft Outlook, you can view multiple calendars at the same time, either side-by-side or overlaid into one merged calendar. This can include your calendars, shared calendars from other people, SharePoint calendars, Internet calendars, or Internet calendar subscriptions.

What do you want to do?

- Open a calendar in a new window
- Open a calendar in side-by-side view
- Overlay the calendars
- Remove a calendar from the overlay stack

Open a calendar in a new window

1. In Calendar, in the Navigation Pane, right-click the name of the calendar that you want to view.
2. Click Open in New Window.

Open a calendar in side-by-side view

- 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 the calendar that already appears.

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.

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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.