How To See Someone Else’s Calendar (Open a Shared Calendar)

In the Calendar window, click on “Open a Shared Calendar”
If you know the user’s name, simply type it in the Name box and click OK.

If you’re not sure of the user’s name, just type in something close and click OK. Then you can pick the name from a list.
The Shared Calendar shows up next to yours. To “hide” the Shared Calendar (or your own), simply click on the checkbox under “Other Calendars” in the Calendar pane.
You can open a number of Shared Calendars at once – just repeat the steps above.