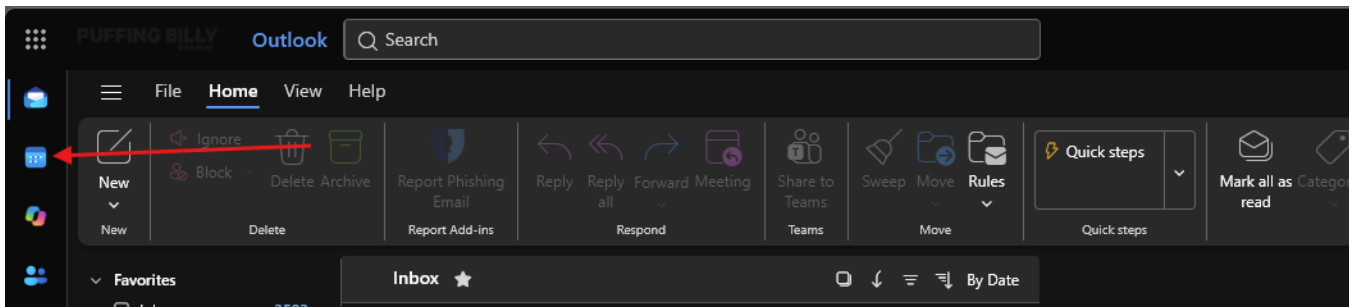
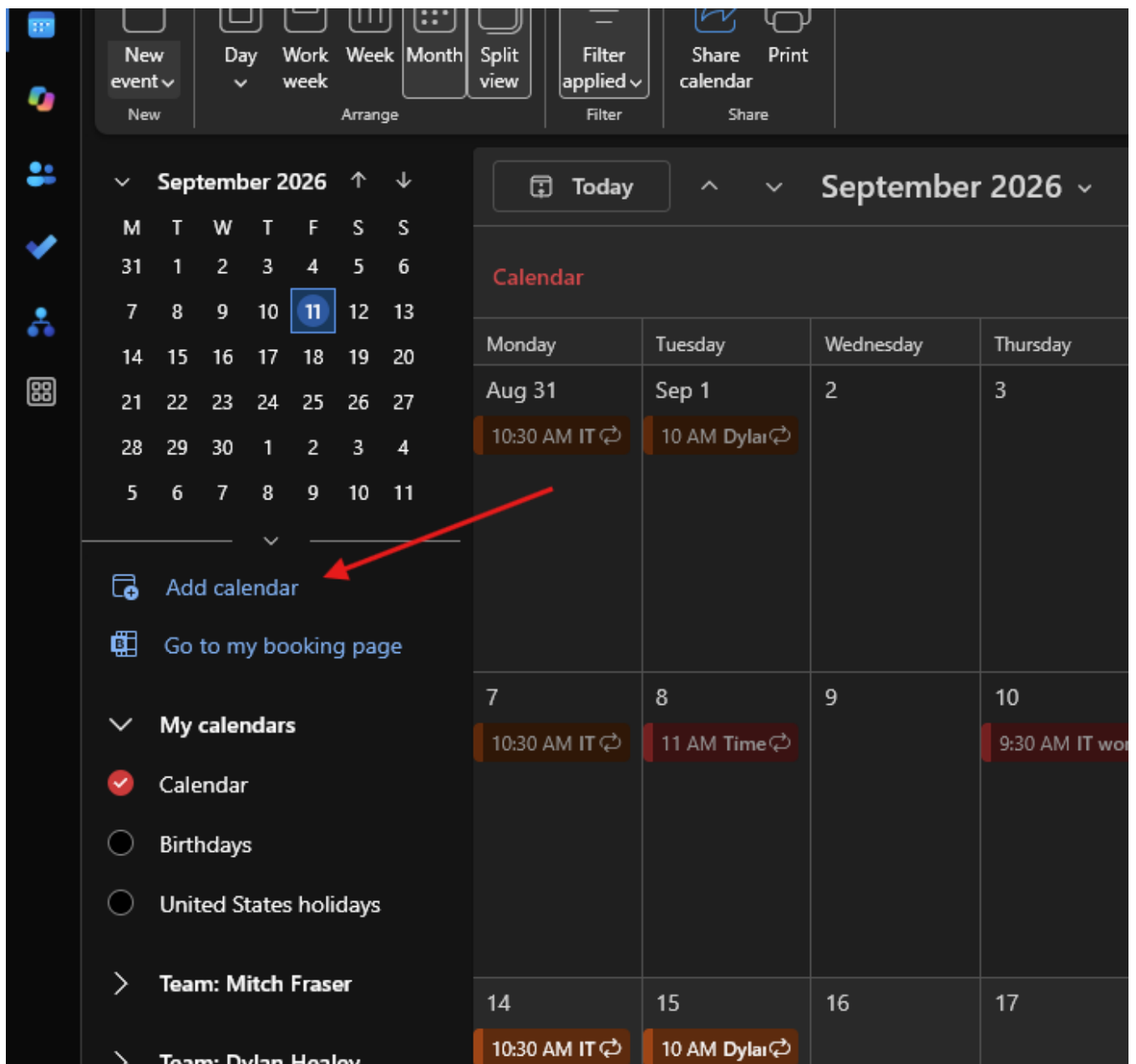


Adding a Calendar to Outlook Web (OWA)

1. Open outlook for web at <https://outlook.office.com/>
2. **Click the calendar icon**



3. Click add Calendar



4. Type the email address for the calendar. This will usually be the name or some derivation of. And click the Calendar(s) you'd like to add.

Add from directory

Please select an account to search from:

dylan.healey@pbr.org.au

Teammates calendars

☒ Show directs' calendars

☒ Show teammates' calendars

Individual calendars

Select a person, group, or resource from your organization's directory to view the associated calendar.

lakesideca

LC

Lakeside Café
LakesideCafe@pbr.org.au

×

Top 1 results

5. Click save

LC

Lakeside Café

×

Enter a name or email address

Add to

Other calendars

Save

6. You will then be able to find it under the place you Added to above. In this case Other Calendars.

	5	6	7	8	9	10	11
	+ Add calendar 📅 Go to my booking page						
	▼ My calendars						
	7			8			

7. You will then be able to open it and see the calendar.

Lakeside Café						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Aug 31	Sep 1	2	3	4	5	6 11:30 AM Julie 11:30 AM Emn
7	8	9 11 AM JTB Boc 12 PM ON COL	10 10 AM Eve Zha 1:30 PM Eve Zh	11 8 AM PEOPLE F	12 8 AM TABLE BC	13
14	15	16 2:30 PM Stefan	17 8 AM Table for	18	19 11 AM Grand /	20
21 12:30 PM Coasi	22	23	24	25 TREVOR WALD	26	27
28	29	30	Oct 1	2	3	4

