

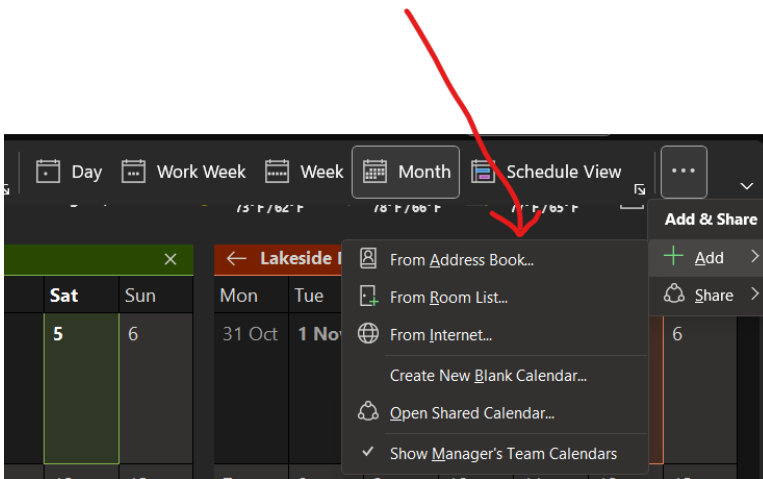
How to: Add A Shared Calendar

Step-by-step guide

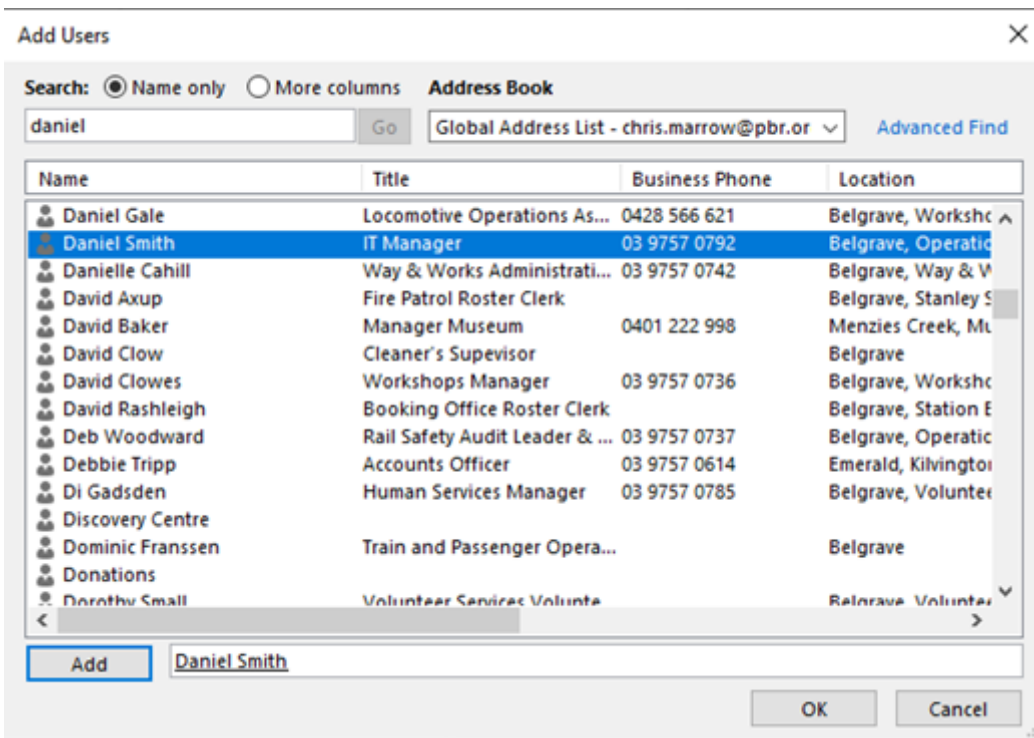
1. Open **Outlook**.
2. Click on the **Calendar icon** in the bottom left hand side of the screen.



3. Click on the **Add & Share** icon located at the top of the screen. Select the **Add** option from the drop-down menu then select **From Address Book...**



5. The Address book will appear. Search for the Calendar name and select then click **Calendar** then **OK**. If you want to add multiple calendars continue adding them before clicking **OK**.



6. Once added you will find the shared calendars in the bottom left of Outlook.

New Appointment

November 2022

MO	TU	WE	TH	FR	SA	SU
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2022

MO	TU	WE	TH	FR	SA	SU
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Calendar of work orders

> Team: Matt Williams

Other Calendars

✓ Shared Calendars

Lakeside Function Room

Belgrave Training Room

Lakeside Meeting Room



Revision #3

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