

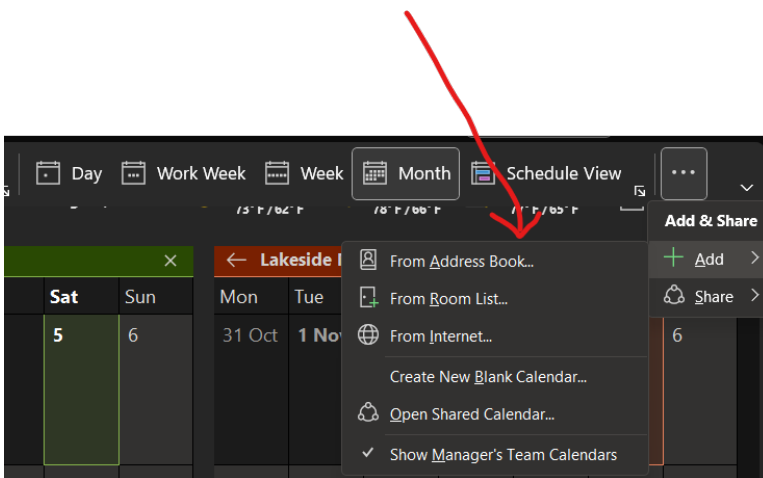
# How to: Add A Shared Calendar

## 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**.

Add Users

Search: ☒ Name only ☐ More columns **Address Book**

[Advanced Find](#)

Name	Title	Business Phone	Location
Daniel Gale	Locomotive Operations As...	0428 566 621	Belgrave, Workshc
Daniel Smith	IT Manager	03 9757 0792	Belgrave, Operatic
Danielle Cahill	Way & Works Administrati...	03 9757 0742	Belgrave, Way & V
David Axup	Fire Patrol Roster Clerk		Belgrave, Stanley S
David Baker	Manager Museum	0401 222 998	Menzies Creek, Mu
David Clow	Cleaner's Supevisor		Belgrave
David Clowes	Workshops Manager	03 9757 0736	Belgrave, Workshc
David Rashleigh	Booking Office Roster Clerk		Belgrave, Station E
Deb Woodward	Rail Safety Audit Leader & ...	03 9757 0737	Belgrave, Operatic
Debbie Tripp	Accounts Officer	03 9757 0614	Emerald, Kilvington
Di Gadsden	Human Services Manager	03 9757 0785	Belgrave, Volunte
Discovery Centre			
Dominic Franssen	Train and Passenger Opera...		Belgrave
Donations			
Dorothy Small	Volunteer Services Volunte		Belgrave, Volunte

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

File

Home

Send / Receive

View

New Appointment

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November 2022

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Calendar

of work orders

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Team: Matt Williams

Other Calendars

✓

Shared Calendars

Lakeside Function Room

Belgrave Training Room

✓

Lakeside Meeting Room

Revision #2

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