# 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...**
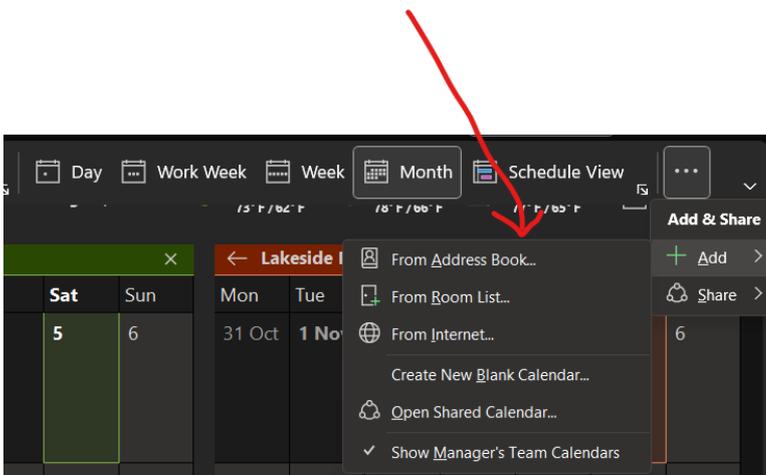
5. The Address book will appear. Search for the Calendar name and select ten click **Calendar** then **OK.** If you want to add multiple calendars continue adding them before clicking **OK**.
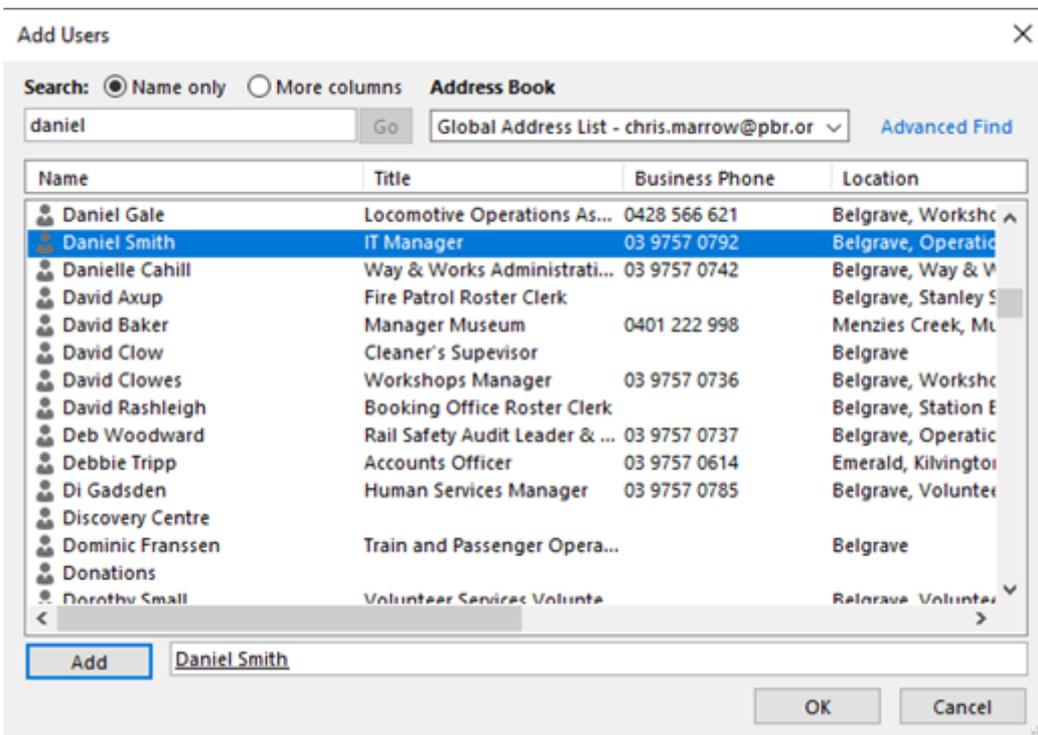
6. Once added you will find the shared calendars in the bottom left of Outlook.

File　Home　Send / Receive　Vie

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　31 Work Orders

> ☐ Team: Matt Williams

☐ Other Calendars

∨ ◼ Shared Calendars
☐ Lakeside Function Room
☐ Belgrave Training Room
☑ **Lakeside Meeting Room**

✉　📅　👤　📋　• • •

Revision #2
Created 5 November 2022 01:46:56 by Dylan Healey
Updated 5 November 2022 02:01:27 by Dylan Healey