How To Add A Shared Calendar

1. Click on the Calendar Tab in Outlook

2. Click on the Open Calendar drop down menu, then click on Open Shared Calendar
3. Type a username in the field, or click on the Name button and search for the user in the next window

4. Click Ok and the Shared Calendar will show up on the right hand side of the Calendar window
5. The Shared Calendar will also be listed on the left hand side of the navigation pane, you can check and uncheck it at any time for your viewing convenience
6. Reminder: You will not have permission to alter the shared calendar unless given permission by the calendar owner.