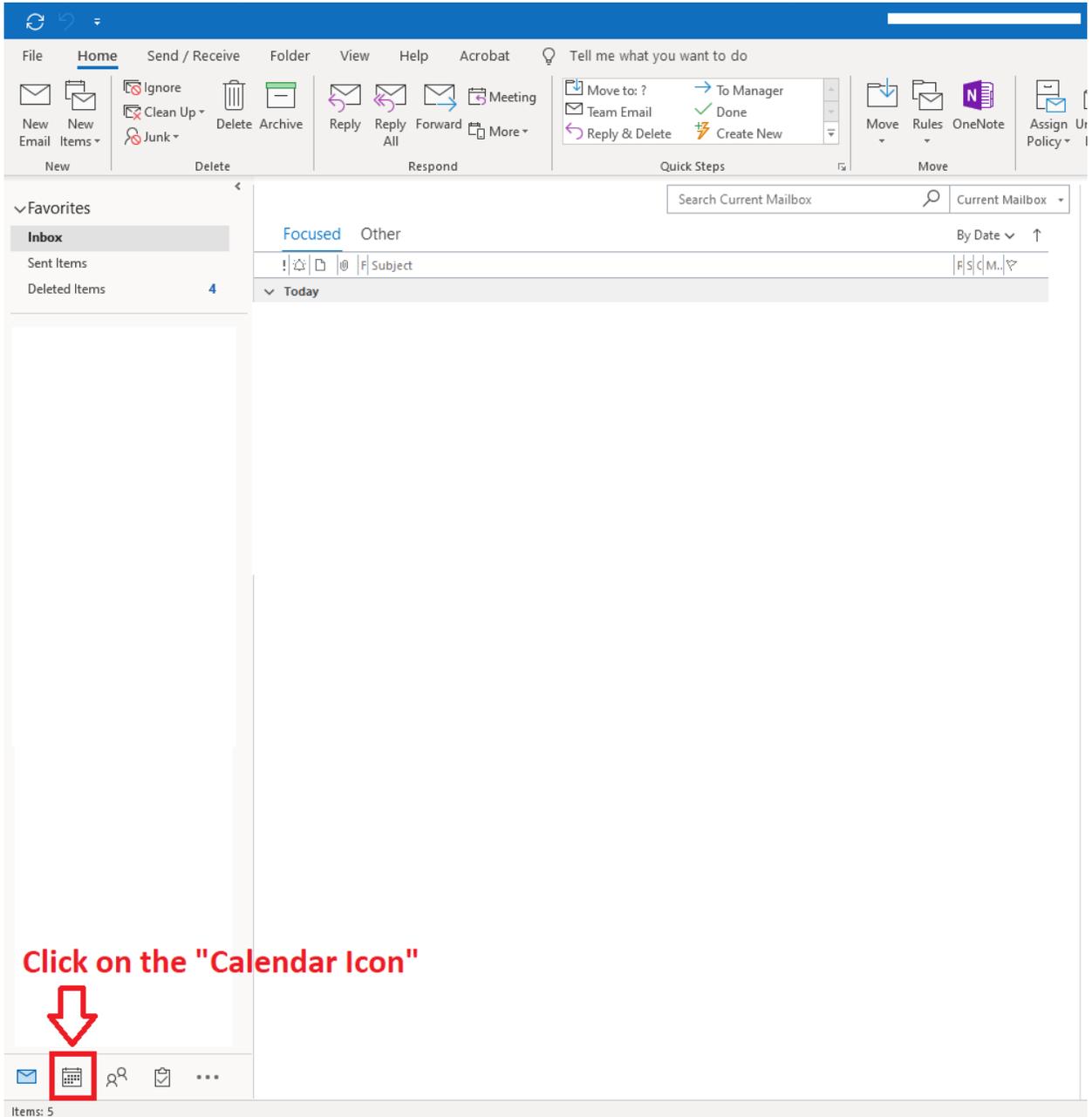


# Connecting to a shared calendar

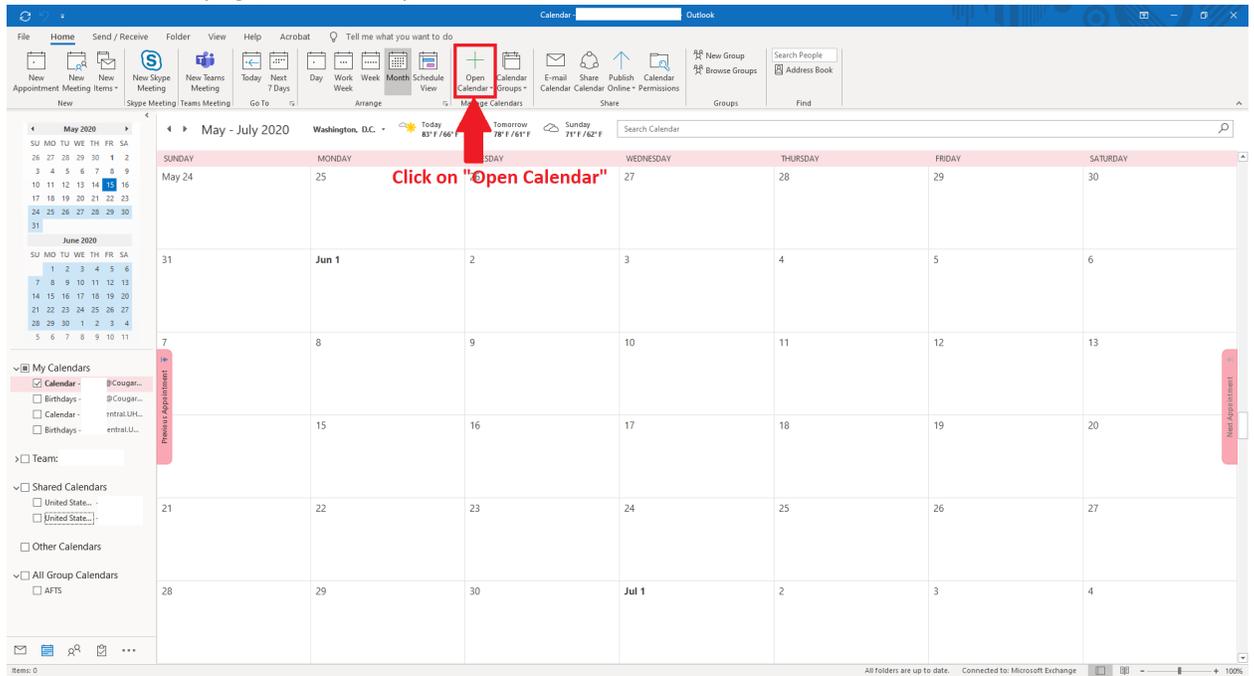
1. Open Outlook, (If you're using a department computer you should see the outlook icon in the taskbar below).



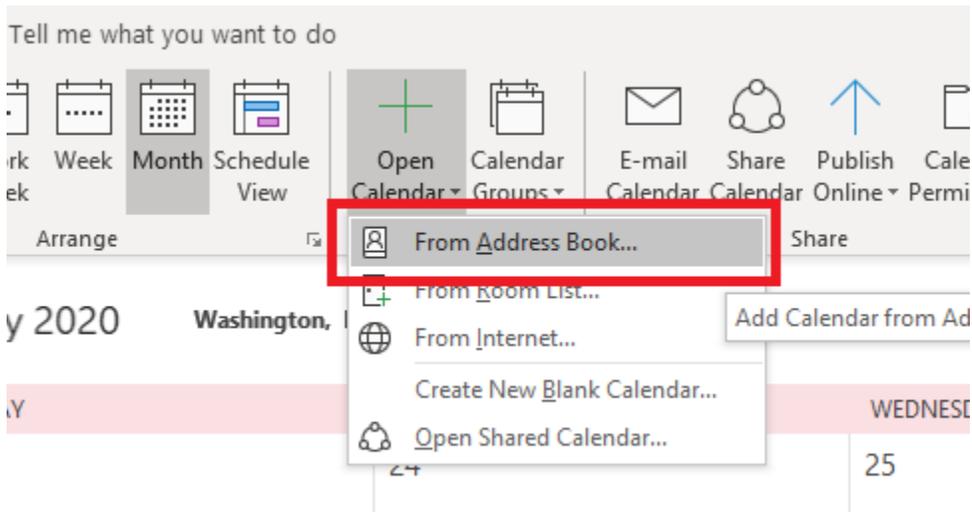
2. Once your Outlook is opened, click on the "Calendar Icon" at the bottom of your screen.



3. On the calendar page, click on “Open Calendar”.



4. Next, select “From Address Book”



- Once the address book is opened, type the in the Last and first name of the person's calendar you want to add, and double click on their name.

Search the person's calendar you want to add with the format in "LastName, FirstName"

Double-click on who's calendar you want to add.

Name	Title	Business Phone	Location
Brink, Angelica A	Adj. Professor		Adj 400
Laska, Arion	Assistant Professor	713-743-7653	PGH 501
LATAM Bridges	Assistant Professor		AH 501
Late, Kimberly G	Lecturer		M 109
Lathan II, William			
Lathrop, Zayd Y			
Lathrop, Jonathan D			
Latif, Rumshah R			
Latif, Tooba I			
Lattimer, Aaliyah D			
Lattimer, Hunter J			
Lattimore, Mallory D			
Latin Dance Association			
Latina, Alexander C			
Lathrop and Behavioral Health P	Assistant Professor		PH 451

- Once you have double clicked on the name of the person's calendar you want to add then you're are done, feel free to add more if needed. Toggling between who's calendar to view is shown below.

Shared Calendar.

Toggle Controls to view people's calendar or who to look at.

Calendar	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
@CougarNET@UH.EDU						May 1	
Person sharing the calendar							