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.



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3. On the calendar page, click on "Open Calendar".

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4. Next, select "From Address Book"



5. 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.



6. 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.

