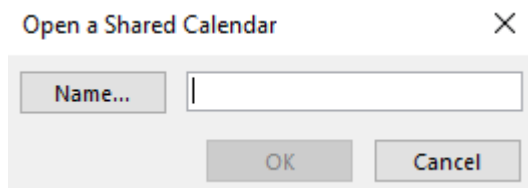


Add Calendars

1. Open Outlook and switch to your **Calendar**.
2. from the Ribbon, choose **Open Calendar** then **Open Shared Calendar...**



Open a Shared Calendar

Name...

OK Cancel

In the **Search** field, type the name of the calendar and press enter.

ex: IST Staff Out Calendar

Notes:

You will now see your additional calendars listed in the left side bar.

To view a specific calendar, put a check mark in the box next to it.

To create/edit/delete a booked event (you must have read & write access), double click on the day to open the **Untitled - Event** window. Be sure to **Save & Close** any changes that are made.