Please follow below steps to view shared calendars. Before you begin you should have a list of the names of the shared calendar/s you would like to view. (These directions will not work in webmail or in any version of Outlook prior to 2013.)

**Step 1) Opening the Shared Calendar**

1. Open Outlook
2. Click – Calendar at the bottom of your screen

On the left side of your screen under Shared Calendars—

3. Right click – Shared Calendars
4. Click – Add Calendar
5. Click – From Address Book

In the Global Address List box—

6. Type in the name of the Shared Calendar.
7. The name should then appear in the list and be highlighted.
8. Click – Calendar to add the selected calendar to the bottom box.
9. Click – OK
The ability to add, edit, delete items depends on the permissions that were assigned for your username. Please contact the “owner” of the calendar at your school if you need permissions changed.

Step 2) Viewing the Shared Calendar

The calendar may open automatically when you complete above steps. If the calendar is open go to step 3 below. If not, follow steps 1-2 below to open the calendar.

1. Click – Calendar at the bottom of your screen. On the left side of the page you should see a section for Shared Calendars.
2. Check the box beside the Shared Calendar you would like to view. The calendar will open along with your personal calendar.
3. You may uncheck the Shared Calendar if you no longer wish to view this calendar.
4. After you have completed above steps, you will check the box beside the calendar any time you wish to view the calendar.

View Options – Below are several options for viewing calendars.

- Check the box beside the Shared Calendar, and then uncheck the box beside your Personal Calendar to view only the Shared Calendar.
- If you check the boxes for more than one calendar you will be able to view the calendars side-by-side.
- Open the calendar and click on the icons at the top of your screen to view by following options: Day, Week or Month.
- Overlay Mode is a “transparent” mode that allows you to see multiple calendars as one. Open multiple calendars in side-by-side view, and then click the arrow on the calendar name tab. Click the arrow again to remove overlay mode.