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.)*
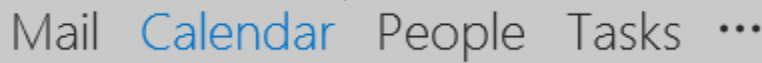
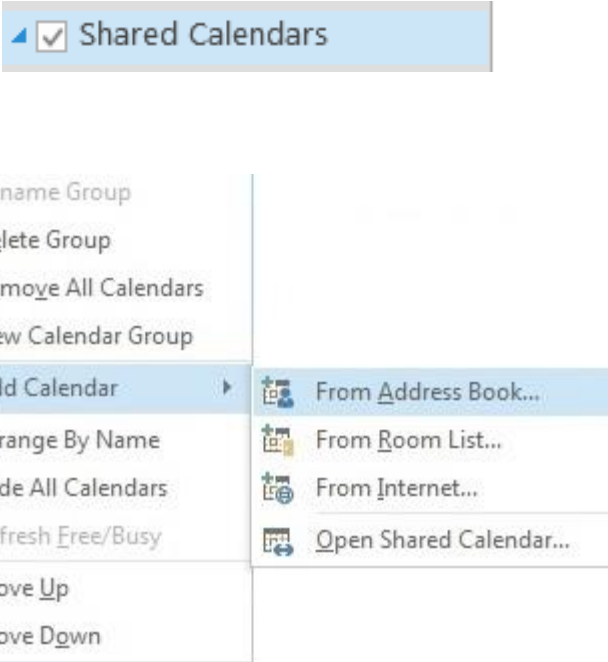|	
Mail **Calendar** People Tasks ···	**Step 1) Opening the Shared Calendar** 1. Open Outlook 2. Click – **Calendar** at the <u>bottom</u> of your screen
▲ ☑ Shared Calendars Rename Group Delete Group Remove All Calendars New Calendar Group 📅 Add Calendar ▶ 📇 From Address Book... Arrange By Name 📅 From Room List... Hide All Calendars 📅 From Internet... Refresh Free/Busy 📅 Open Shared Calendar... ▲ Move Up ▼ Move Down	On the <u>left side</u> of your screen under *Shared Calendars*— 3. Right click – **Shared Calendars** 4. Click – **Add Calendar** 5. Click – **From Address Book**
Select Name: Global Address List Search: ⦿ Name only ○ More columns **Address Book** [_____] Go Global Address List Name Title 👥 **2006 CNEW** 👥 **2006 ENEW** 👥 **2006 HNEW** 👥 **2006 MNEW** 👥 **2007 Job Fair Data Entry Perso...** 👥 **2008 C New** ◄ ‖‖‖ ► Calendar -> [_____] OK Cancel	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
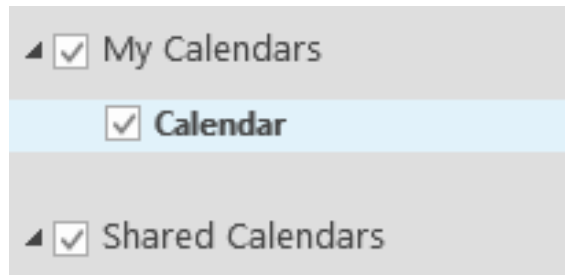
	Step 2) Viewing the Shared Calendar
▲ ☑ My Calendars ☑ Calendar ▲ ☑ Shared Calendars **The ability to add, edit, delete items depends on the permissions that were assigned for your username.** **Please contact the "owner" of the calendar at your school if you need permissions changed.**	The calendar 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 <u>bottom </u>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.