

Guide to Adding Shared Calendars to Your Microsoft Outlook

1. **Navigate to Calendar:** Click on the "Calendar" icon located at the bottom left corner of the Outlook window. This will take you to your calendar view.
2. **Click on "Open shared Calendar":** Under the "Home" tab, you'll see an option labeled "Open shared Calendar" in the ribbon toolbar. Click on it. If you do not see the open calendar, look for the 3 dots for more options; it will be located there.
3. **Search for the Shared Calendar:** After clicking on "open shared calendar," you will be given a text box to enter the shared calendar's email address. Enter staffcouncil@nl.edu or specialevents@nl.edu.
4. **Add the Shared Calendar:** After clicking "OK," Outlook will attempt to add the shared calendar to your view. You may be prompted to confirm that you want to add the calendar. Click "Yes" or "OK" to confirm.
5. **View the Shared Calendar:** Once added, the shared calendar will appear alongside your personal calendar in the navigation pane. You can toggle the visibility of the shared calendar by checking or unchecking its box.

