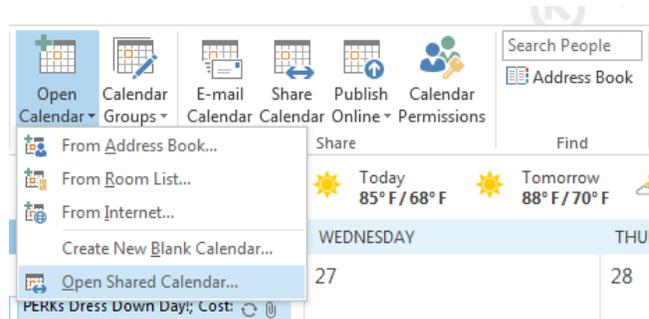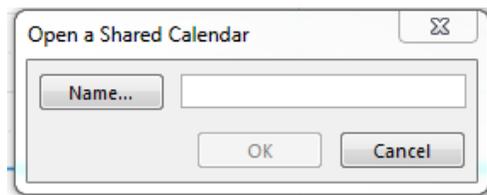# Adding shared calendars to Outlook
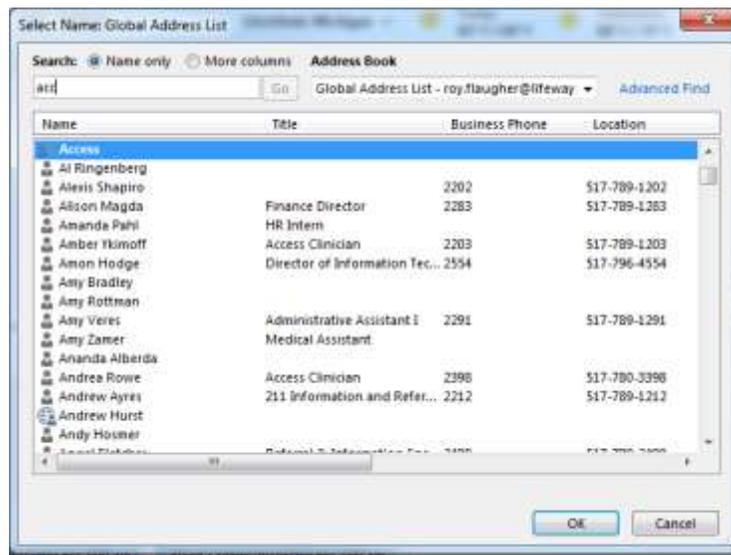
➢ Open your calendar and select **Open Calendar** > **From Address Book**.

➢ Click on **Name…**

➢ This should open the address list and you can select the calendar you wish to add, click calendar, then press "OK".

➢ This should add the calendar to your outlook so that you can view it.

If you have any problems getting a calendar added please contact IT and we will gladly help in any way we can.