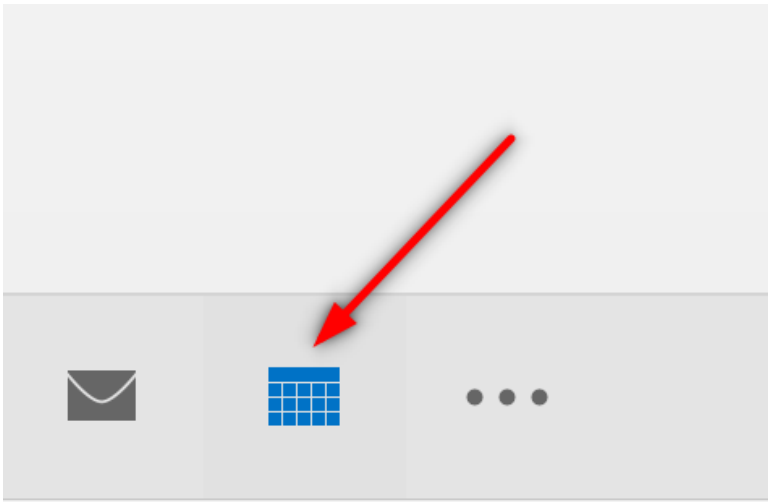


# Add a Shared Outlook Calendar

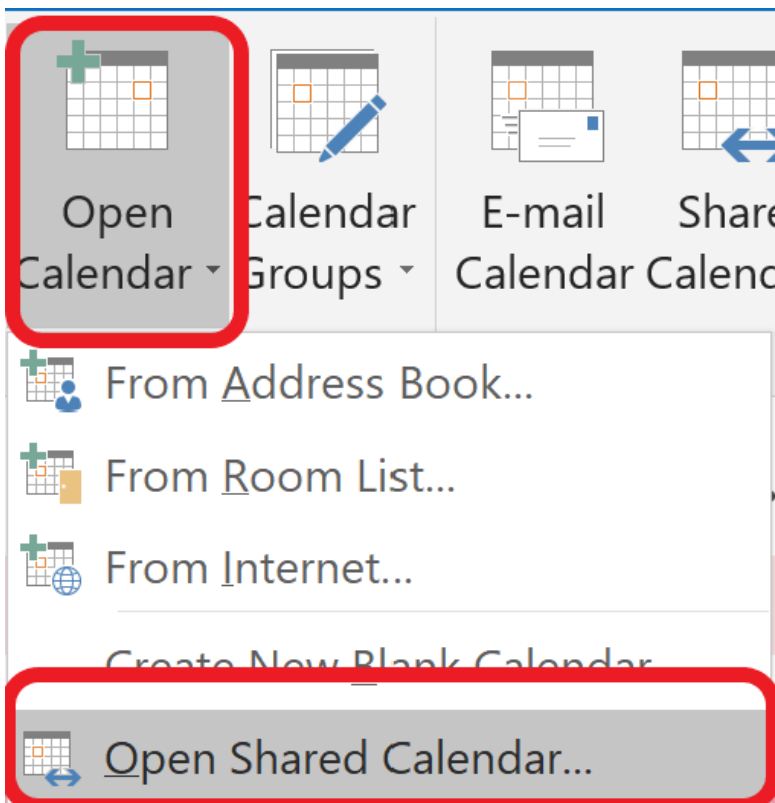
- [Microsoft Windows](#)
- [Apple MacOS \(new Outlook view\)](#)
- [Apple MacOS \(Classic Outlook View\)](#)

## Microsoft Windows

- Open Outlook for Windows
- In **Calendar View** (click on Calendar icon at the bottom of the left pane)



- At the top toolbar, click on **Open Calendar**Open Shared Calendar



- In the pop-up window, click on **Name**

Open a Shared Calendar

Name...

OK

Cancel

- In the **Address Book**, select **Global Address List** and type the name of the calendar.
- Select the desired calendar (i.e., **ECE Staff Absence Calendar**) and click **OK**

Select Name: Global Address List

Search: ☒ Name only ☐ More columns






**Address Book**

ECE Staff Absence Calendar

Go

Global Address List - gabriel.hernandez@mail.t...

[Advanced Find](#)

Name	Title	Busines...	Location	Depa...	Email Address	Compa...	Alias	
 ECE Staff Absence Calendar					ECE-staff-abs...		res.EC...	
 ECE Student Services					ece-student-s...		res.ec...	
 ECE Tech Cores					techcoreselect...		res.te...	
 ECE Test Calendar					ece-test-calen...		res.ec...	
 ECE Undergraduate Ambass...					ece-ambassa...		res.ec...	

- Verify the correct shared calendar name is placed and click **OK**

Open a Shared Calendar

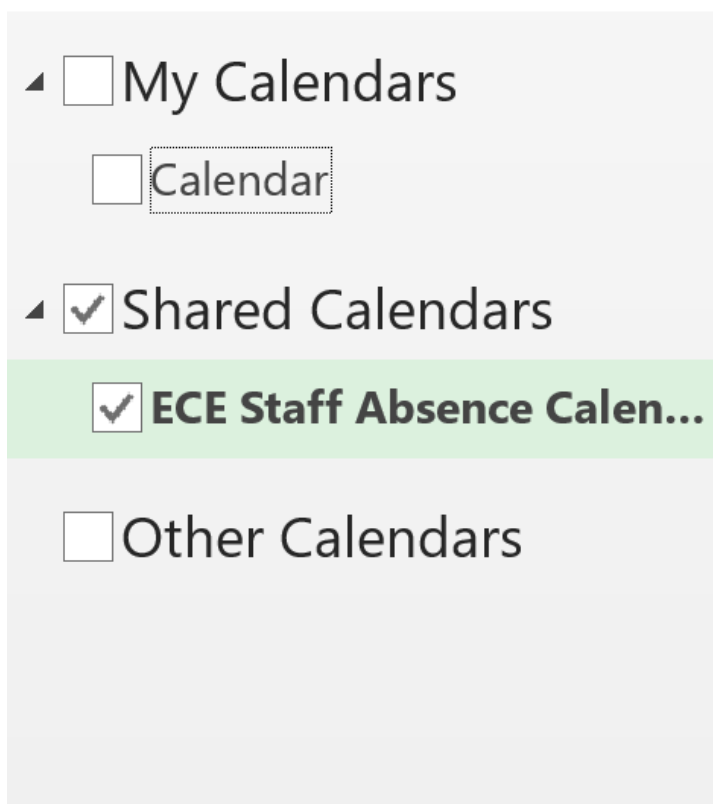
Name...

☐ ECE Staff Absence Calendar

OK

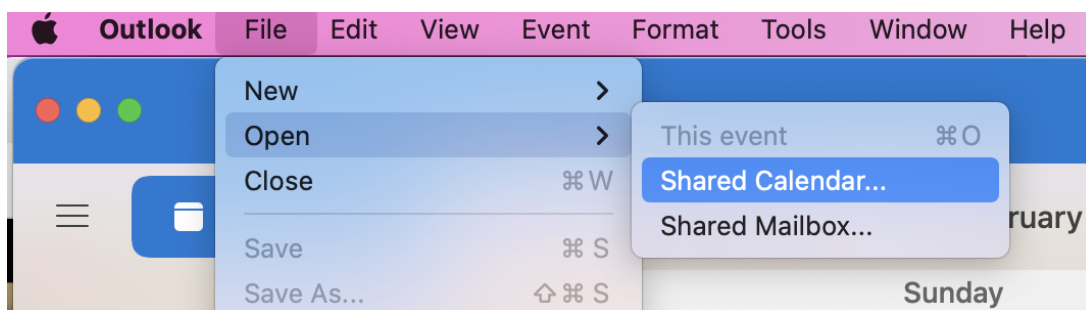
Cancel

After a few minutes (if not sooner), the shared calendar should appear at the left navigation pane

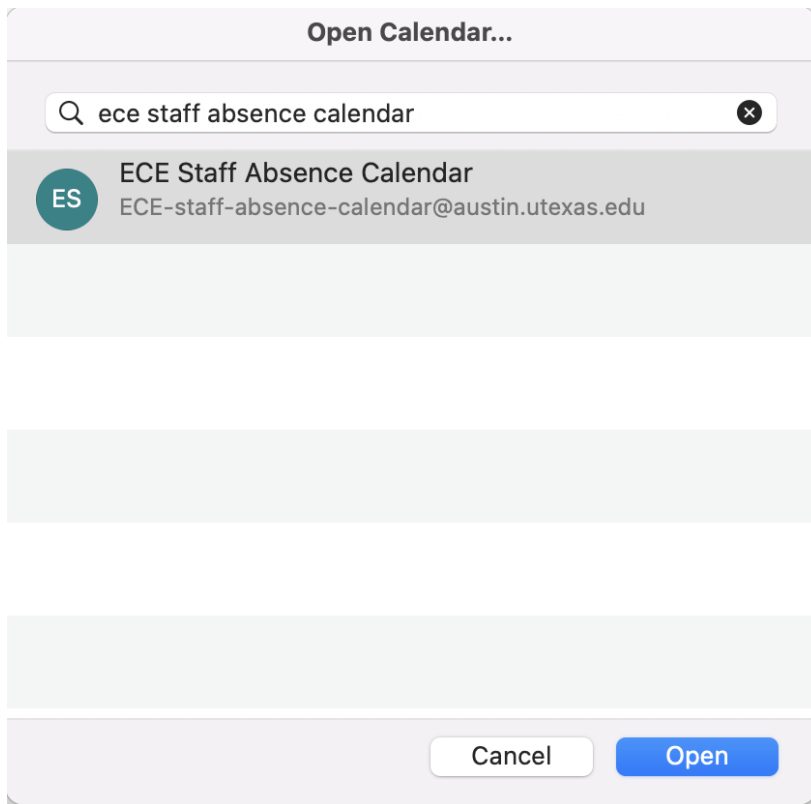


### Apple MacOS (new Outlook view)

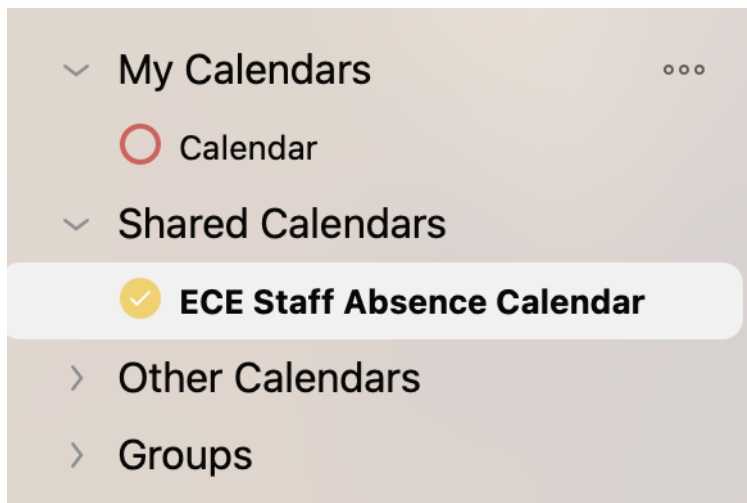
- Open Outlook for Mac
- Select **File->OpenShared Calendar**



- In the pop-up window, search for and select the **ECE Staff Absence Calendar** to **Open**

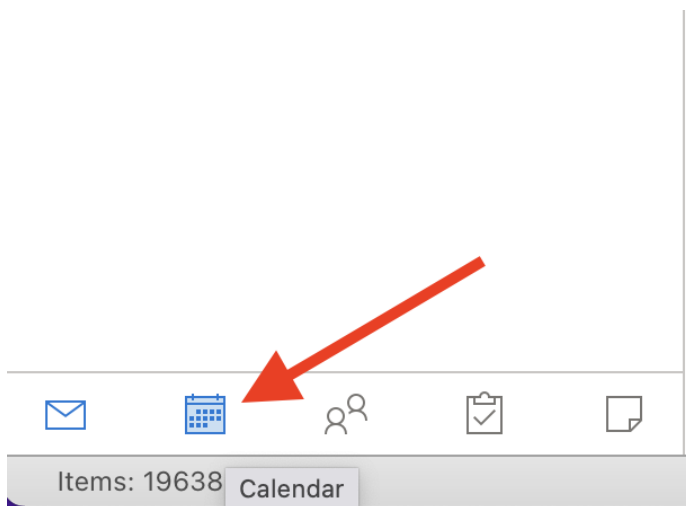


After a few minutes (if not sooner), the shared calendar should appear at the left navigation pane

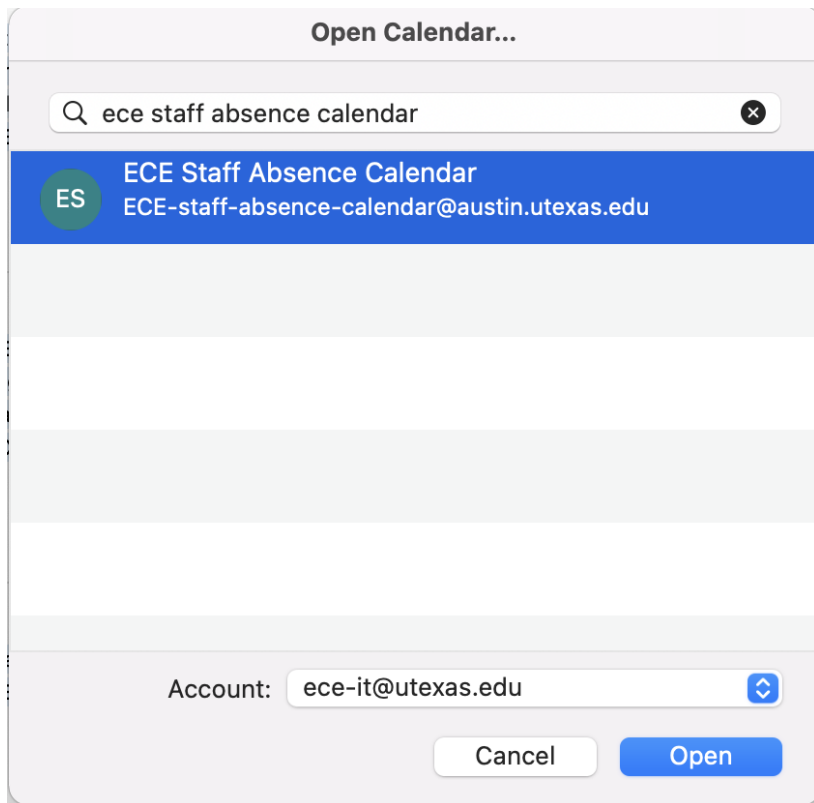


## Apple MacOS (Classic Outlook View)

- Open Outlook for Mac
- At the bottom of the navigation pane, click the calendar icon



- At the top toolbar, select **Open Shared Calendar**
- In the search field, type the name of the shared calendar (i.e., ECE Staff Absence Calendar) and **Open**



After a few minutes (if not sooner), the **shared calendar** should appear at the left navigation pane

> ☐ **ece-it@utexas.edu**  
ece-it@utexas.edu

✓ ☒ **ECE Staff Absence Calendar**  
ECE-staff-absence-calendar@austin.utexas.edu

✓ ☒ Calendar

✓ ☐ **EER 2.874 - Medium Conference Room**  
EER-2.874-calendar@austin.utexas.edu

○ Calendar