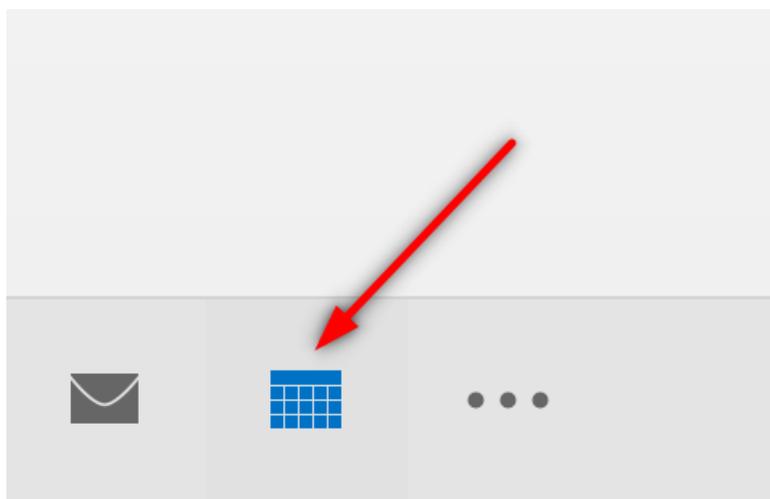


Add a Shared Outlook Calendar

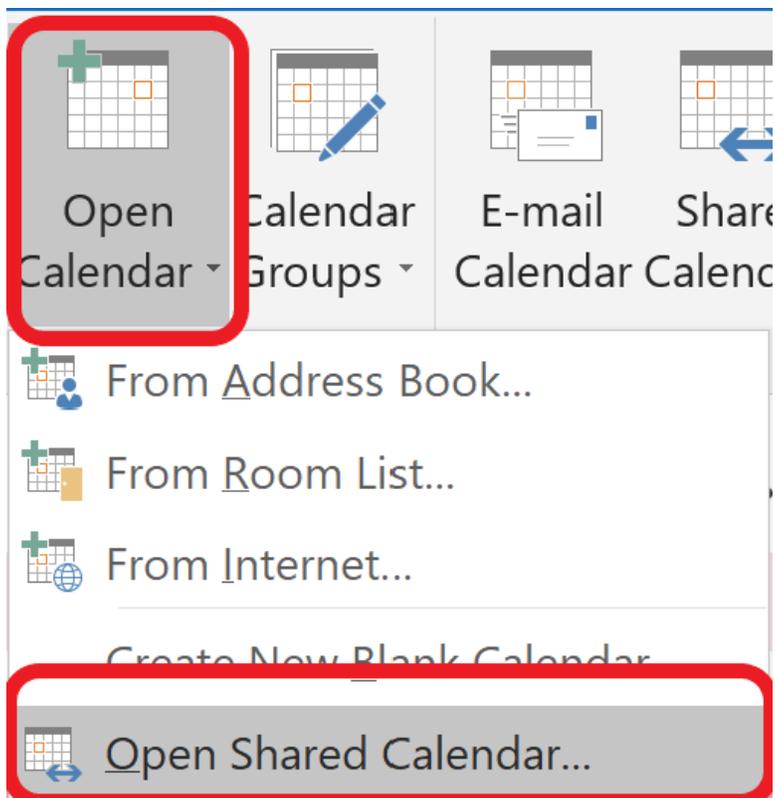
- [Microsoft Windows](#)
- [Apple MacOS \(new Outlook view\)](#)
- [Apple MacOS \(Classic Outlook View\)](#)

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...

- 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

[Advanced Find](#)

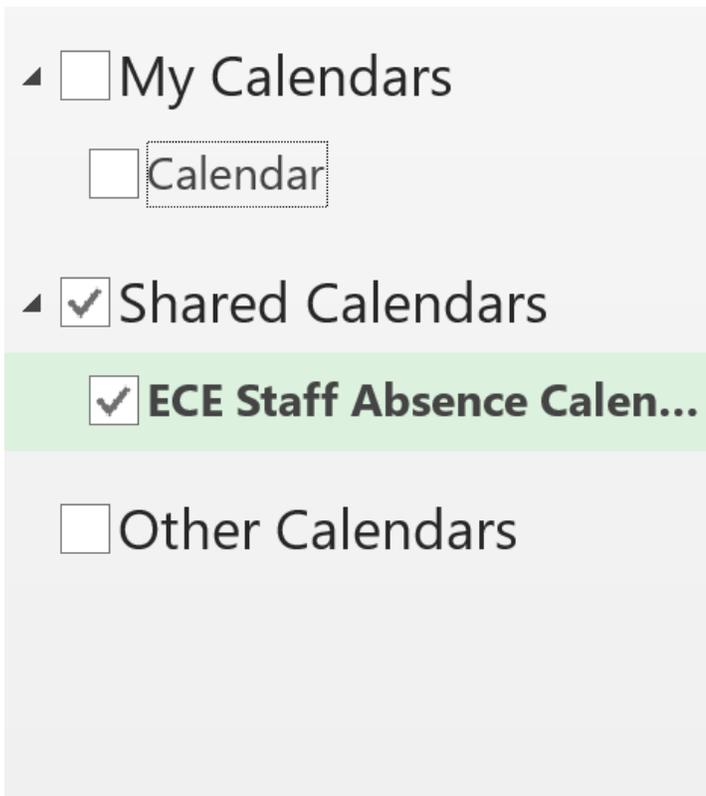
Name	Title	Busines...	Location	Depa...	Email Address	Compa...	Alias
ECE Staff Absence Calendar					ECE-staff-abs...		res.EC...
ECE Student Services					ece-student-s...		res.ec...
ECE Tech Cores					techcoreselect...		res.te...
ECE Test Calendar					ece-test-calen...		res.ec...
ECE Undergraduate Ambass...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

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

Open a Shared Calendar ✕

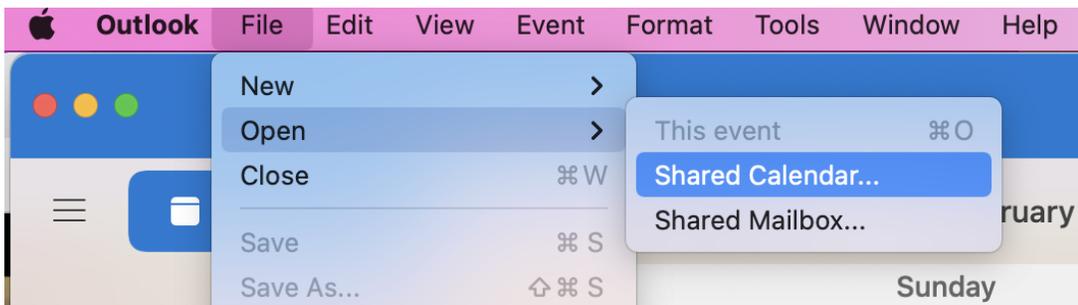
Name...

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

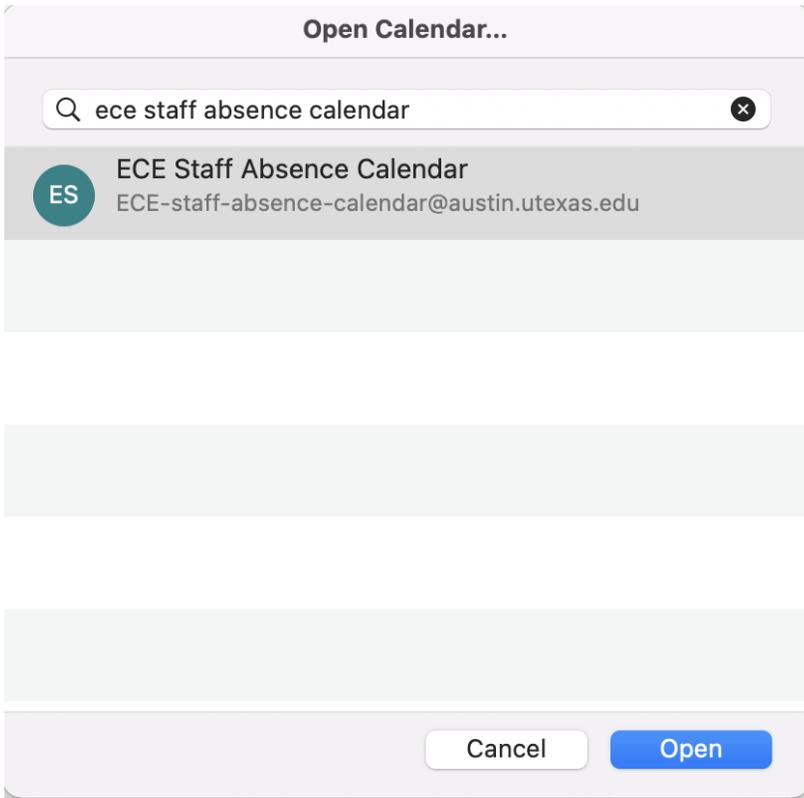


Apple MacOS (new Outlook view)

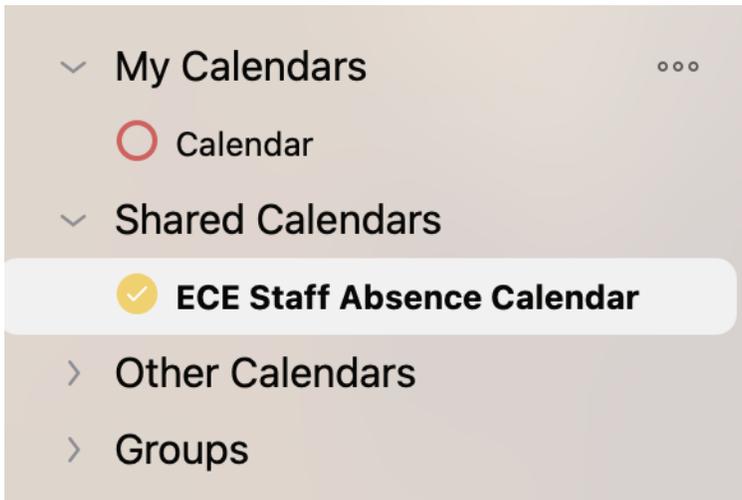
- Open Outlook for Mac
- Select **File->OpenShared Calendar**



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

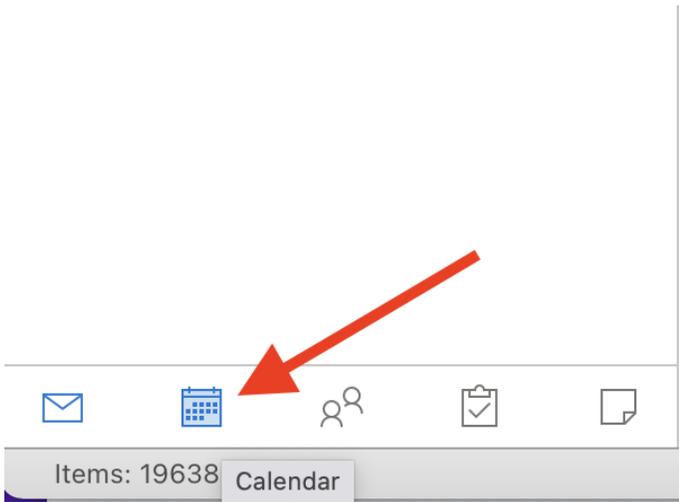


After a few minutes (if not sooner), the shared calendar should appear at the left navigation pane

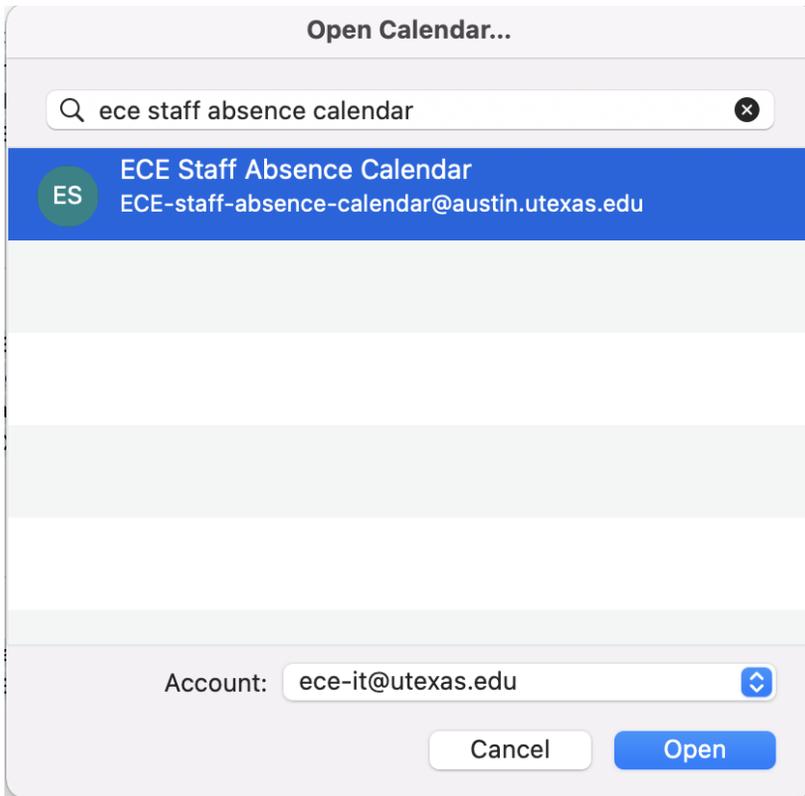


Apple MacOS (Classic Outlook View)

- 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