## 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 ath the bottom of the left pane)



• At the top toolbar, click on Open CalendarOpen Shared Calendar



• In the pop-up window, click on Name

Open a Shared (	Calendar	×
Name		
	ОК	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 Lis	t							×
Search: OName only OMore	e columns	Addres	s Book					
ECE Staff Absence Calendar	Go	Global	Address Li	st - gabı	riel.hernandez@ı	mail.t ∨	Advar	nced 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	
LCE Undergraduate Ambass					ece-ambassa		res.ec	

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

Open a Shared	d Calendar	×
Name	O ECE Staff Absen	<u>ce Calendar</u>
	ОК	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

🗯 Outlook	File	Edit	View	Event	Format	Tools	Window	Help
	New			>				
	Open			>	This e	vent	жO	
	Close			жW	Share	d Calenda	ar	
	Save			жs	Shared	d Mailbox		ruary
	Save	As		<mark>ት</mark> ዝ S			Sunda	y

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

Open	Calendar	
Q ece staff absence calen	dar	8
ECE Staff Absence C ECE-staff-absence-cale	Calendar endar@austin.utexas.eo	du
	Cancel	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

$\mathbf{\sum}$		RQ	
Items:	19638 Ca	lendar	

- 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**

		Open Calendar	`
٩	ece staff absen	ce calendar	8
ES	ECE Staff Abs	sence Calendar ence-calendar@austin.utexas.e	du
	Account:	ece-it@utexas.edu	0
		Cancel	Open

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

ece-it@utexas.edu
<ul> <li>ECE Staff Absence Calendar</li> <li>ECE-staff-absence-calendar@austin.utexas.edu</li> <li>Calendar</li> </ul>
EER 2.874 - Medium Conference Room EER-2.874-calendar@austin.utexas.edu