Adding shared calendars to Outlook

> Open your calendar and select **Open Calendar** > **From Address Book**.



Click on Name...

Open a Shared C	alendar	23
Name		
	ОК	Cancel

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

att	Global Addre	ss List - roy.flaugher@fifews	ay - Advanced	Find
Name	Title	Business Phone	Location	
Access				
Al Ringenberg		19991	111111 A 1111	- 11
Alexis Shapiro		2202	\$17-789-1202	1
🛔 Alison Magda	Finance Director	2283	517-789-1283	
🍰 Amanda Pahl	HR Intern			
👗 Amber Tkimoff	Access Clinician	2203	517-789-1203	
📇 Amon Hodge	Director of Informatio	n Tec 2554	517-796-4554	
Any Bradley				
Any Rottman				
Asty Veres	Administrative Assista	nt1 2291	517-789-1291	
& Amy Zamer	Medical Assistant			
Ananda Alberda				
Andrea Rowe	Arcess Clinician	2398	\$17,780,3398	
Andrew Avres	211 Information and I	Refer. 2212	517-789-1212	
andrew Hurst		0000000000	And the sease !	
E Andy House				
A Lamal Dakden	Enternal 2. Internation	- F-+ 1455	F17 990 3500	
• C	W1 / /			۴

> 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.