

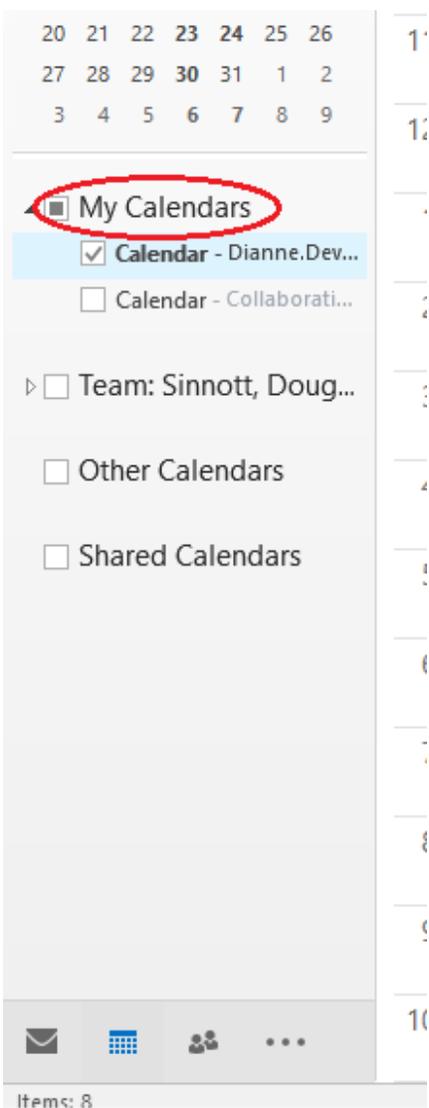
Adding a Shared Calendar to Outlook Exchange Client

> Open outlook.

> Select the Calendar tab in the bottom left side of the client.

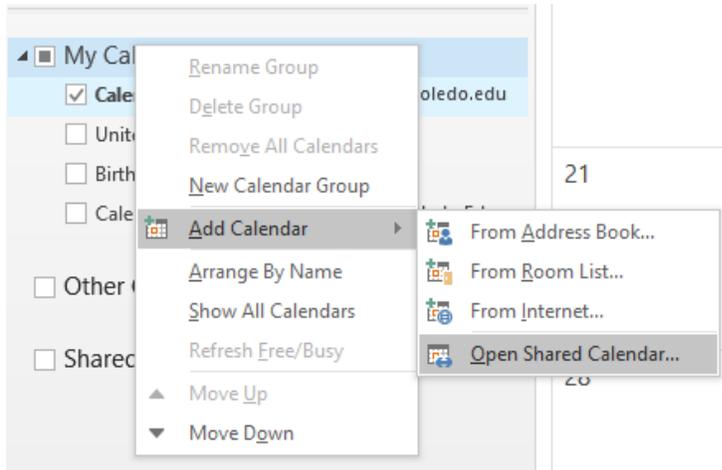


> Right click on "My Calendars."

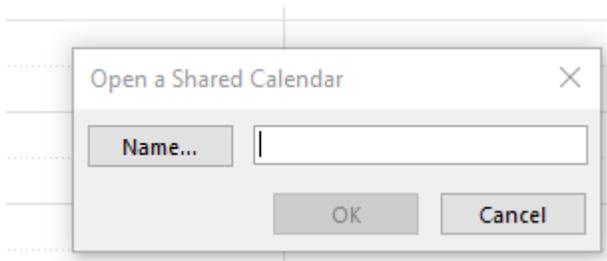


> Select "Add Calendar."

> On the dropdown menu that appears, select “Open Shared Calendar.”



> “Open a Shared Calendar” Box will appear as below.



> Type in the Calendar Name. Does not need to be followed with @utoledo.edu. You can also select the Name tab and go through the list.

> The shared calendar will appear side by side with yours and/or any other calendars you have open.