## Add Calendars

To Add a Calendar to your Outlook:

Click on Calendar. Then click on Open Calendar, then Open Shared Calendar

LE	HON	AE	SE	ND /	RECEIVE	OLDER	VIEW												$\circ \sim$
New pointme	nt Me	ew eting	Ne	ч wv xs +	New Skype Meeting	Toda	y Next 7 Days	Day	Work Week	Week	Month Schware View	till Of Cale	pen ndar •	Calendar Groups *	E-mail Calendar	Share	Publish ar Online	Calendar • Permissions	Search P
-	New Skype Meeting Go To 15 Arrange 15								From Address Book					Share Fi					
• SU M	August 2015			FR	<b>SA</b>	<ul> <li>August 17 - 21, 2015</li> </ul>					From Boom List				1	71°F	Tomorro 81°F/7	1°F	
26 2	7 28	29	30	31	1		MONDAY				TUESDAY		Crea	ate New Bla	nk Calenda	t			AY
2	3 4	5	6	7	8	1	7				18	-	Qpe	in Shared Ca	elender	ender 🧹		20	
9 1	0 11	12	13	14	15						-	r							

Next to Name, type 606 and you should see all of Ocee's calendar's show up (we are school 606) or click on the one you want. If you want to add the iPad calendar you will need to type Ocee\_iPad, click OK

	Check Names	X
Open Other User's Folder	Microsoft Outlook found more than one "606". Select the address to use:	
Name 606	Name Title	Busi
Folder type: Calendar	§ 606-Occe_LabA         § 606-Occe_LabB         § 606-Occe_Laptop Cart         § 606-Occe_MasterCalendar         § 606-Occe_MediaCenter         § Alexander, Kate         Tead         Image: Construction of the second	her-ESOL 7

That will bring the calendar into your mailbox and when you click on **Calendar** it will show below your calendar under Shared Calendars



\*\*\*\*\*Please remember, when reserving a lab or laptop cart, to put a start and end time. All day events do not show up on all views and this will avoid double booking. ©