Add Master Calendar
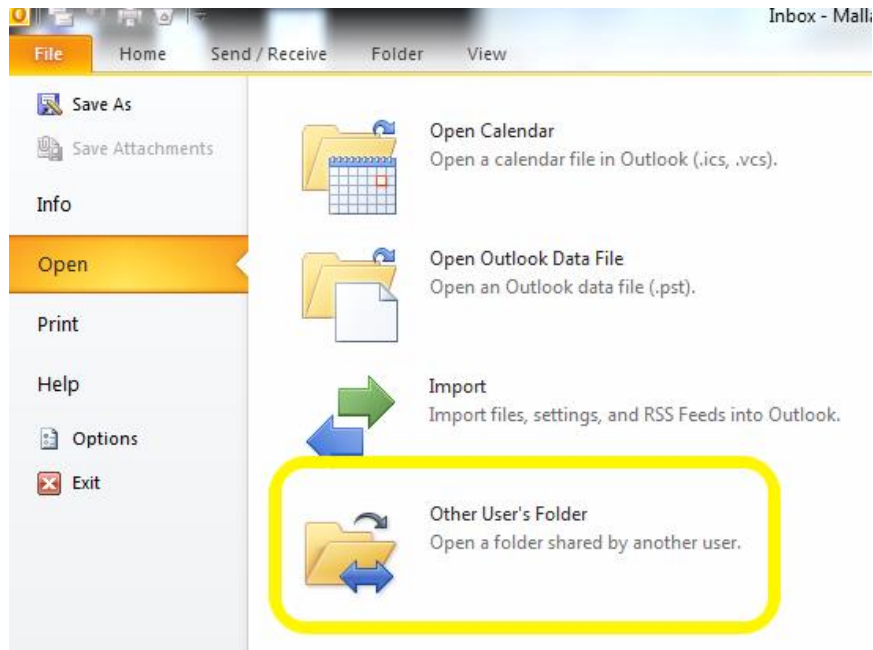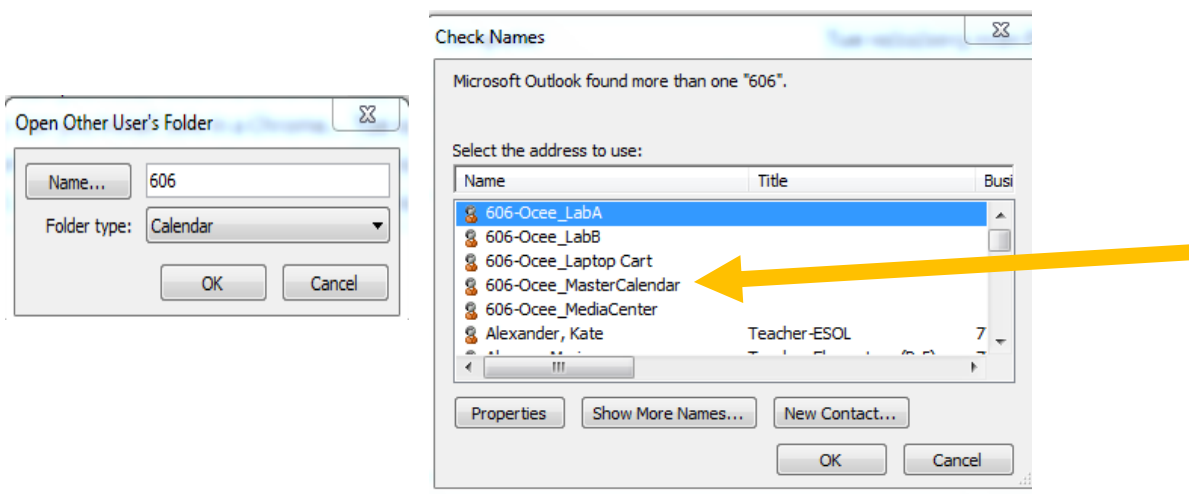
To <u>Add a Calendar</u> to your Outlook:

Click on File \ Open\ Other User's Folder

Next to **Name,** type '606' and you should see all of Ocee's calendar's show up (we are school 606). Next to **Folder,** type 'Calendar', then select: 606–Ocee MasterCalendar and click OK

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