## Add Master Calendar

To Add a Calendar 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

	Check Names	<u> </u>
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-Ocee_LabA   § 606-Ocee_LabB   § 606-Ocee_Laptop Cart   § 606-Ocee_MasterCalendar   § 606-Ocee_MediaCenter   § Alexander, Kate   Teach   Image: Comparison of the second	New Contact

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

Shared Calendars	
606-Ocee_LabB	
606-Ocee_Laptop Cart	
Ocee_Ipad	
606-Ocee LabA	
606-Ocee_MasterCalendar	