

How to Add a Shared Calendar to Microsoft Outlook

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1. With Microsoft Outlook open, click the calendar icon located in the lower left corner. Figure 1

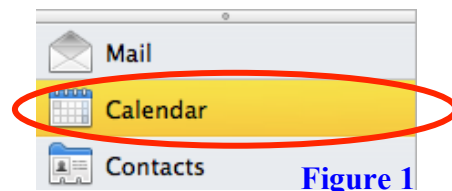


Figure 1

2. Click the “Open Calendar” (Mac) or “Open Shared Calendar” (PC) located at the top of your screen. Figure 2

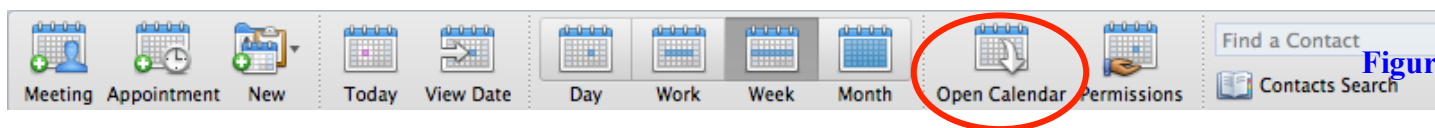


Figure 2

3. Under “User:”, type Lab-CornerCanyonHS or Room-CornerCanyonHS then click “OK.” Figure 3

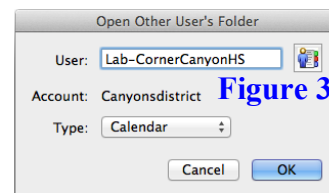


Figure 3

4. Choose the desired calendar and then click “Select.” Figure 4

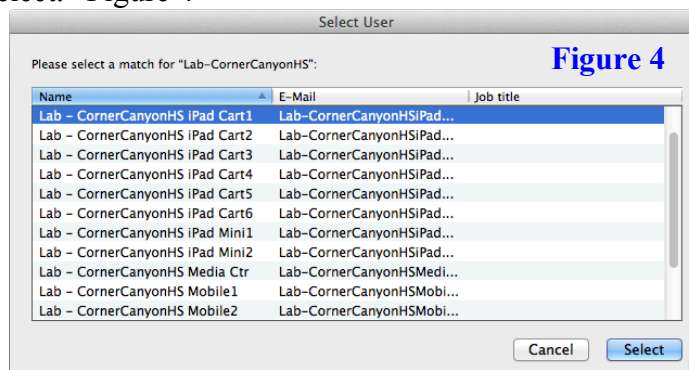


Figure 4

5. On the left of your screen under Shared Calendars you will see the new calendar. You may have to close and re-open Outlook for it to appear. Figure 5

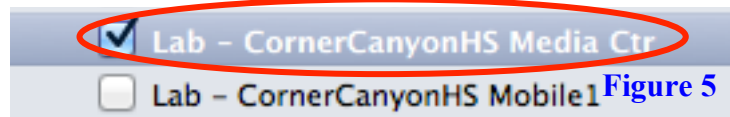


Figure 5

6. Checkmark the calendar to show events!

*Repeat Steps 2-6 for the following CornerCanyonHS calendars:

- Lab-CornerCanyonHS Media Ctr
- Room-CornerCanyonHS Media Ctr
- Room-CornerCanyonHS Lecture Hall
- Room-CornerCanyonHS Amphitheater
- Lab-CornerCanyonHS iPad Cart1
- Lab-CornerCanyonHS iPad Cart2
- Lab-CornerCanyonHS iPad Cart3
- Lab-CornerCanyonHS iPad Cart4
- Lab-CornerCanyonHS Mobile Cart1
- Lab-CornerCanyonHS Mobile Cart2
- Lab-CornerCanyonHS Mobile Cart3
- Lab-CornerCanyonHS Mobile Cart4