

How to Add a Shared Calendar to Microsoft Outlook

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

	Mail	Figure 1
	Calendar	
8	Contacts	
2	Tasks	

2. Click Open Calendar, then Open Shared Calendar located at the top of your screen. Figure 2



- 3. In the Name box, type lab-corner and then click OK. Figure 3
- 4. Click the name of a lab to add and then click OK. Figure 4 NOTE: Labs can only be added one at a time.
- 5. On the left of your screen under Shared Calendars you will see the calendar you just added. You may have to restart Outlook for it to appear. Figure 5



*Repeat Steps 2-6 for the following Corner Canyon HS 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

Open a Shared Calendar

Check Names	X		
Microsoft Outlook found more than one "lab-corner".			
Select the address to use:			
Name Title			
Lab - CornerCanyonHS Media Ctr			
Lab - CornerCanyonHS Mobile1			
Lab - CornerCanyonHS Mobile2			
Lab - CornerCanyonHS Mobile3			
Lab - CornerCanyonHS Mobile4			
a Lab - CornerCanyonHS Mobile5			
< III	Þ		
Properties Show More Names New Contact			
Figure 4	Cancel		

- Lab-CornerCanyonHS Mobile Cart1
- Lab-CornerCanyonHS Mobile Cart2
- Lab-CornerCanyonHS Mobile Cart3
- Lab-CornerCanyonHS Mobile Cart4
- Lab-CornerCanyonHS Mobile Cart5