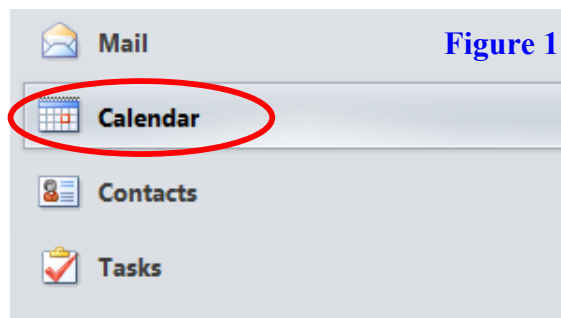


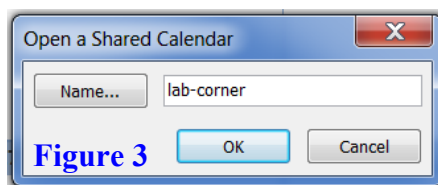
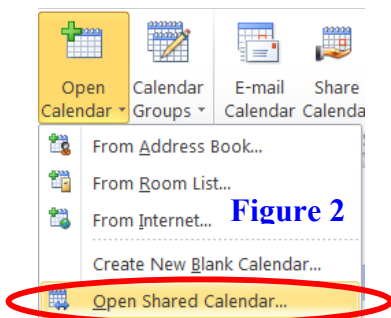
# How to Add a Shared Calendar to Microsoft Outlook

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

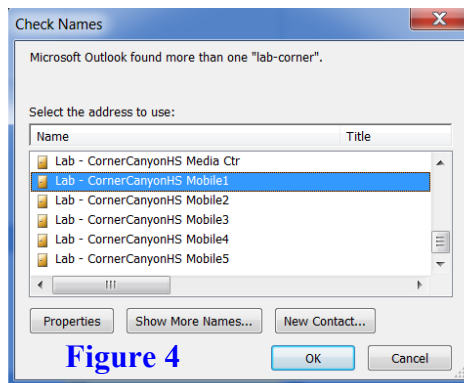


2. Click Open Calendar, then Open Shared Calendar located at the top of your screen. Figure 2

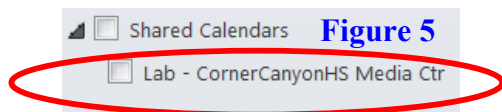


3. In the Name box, type lab-corner and then click OK. Figure 3

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