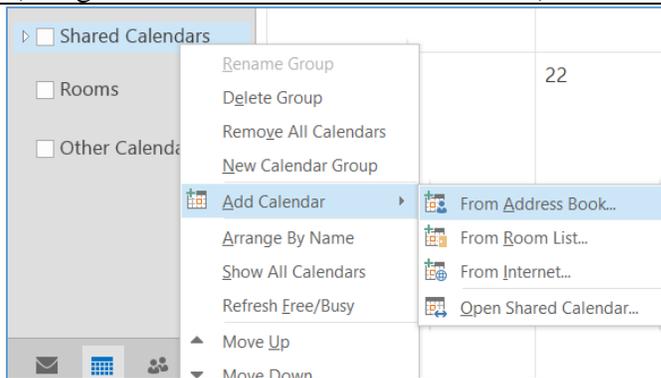


To add a shared calendar, access the calendar in **Outlook**.

1. Right-click on **Shared Calendars** (or right-click on **Rooms** for reservations).

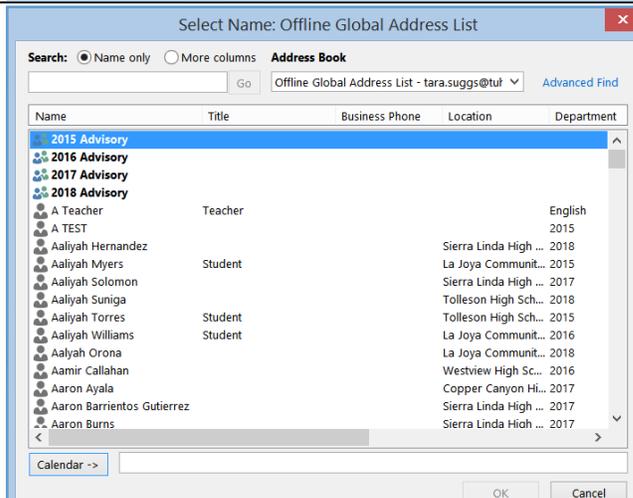
2. Place cursor over **Add Calendar**.

3. Select **From Address Book...** or **From Room List....**

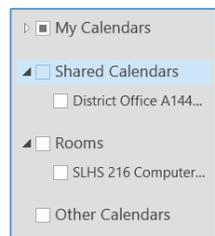


4. Scroll through the list to locate a calendar.

5. Select the name and click **OK**.



Shared calendars will appear on the left side of the calendar window.



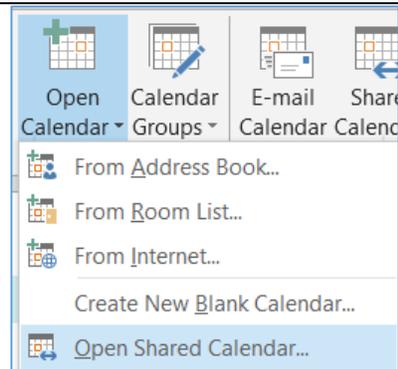
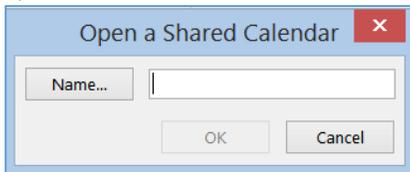
The newly added calendar will appear beside your personal calendar. You may choose to overlay calendars by clicking on the  icon.

Calendar - tara.suggs@tuhsd.org							SLHS 216 Computer Lab						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
Aug 31	Sep 1 Labor Day; United States	2 8:30am The Resource Bundle for 9/10/2014; Vickie's Offic...	3 6:30am Q1 Pr... 9:25am Stude... 2:00pm Jose... 2:30pm Meet...	4 8:00am Preparation for September 10; District Office A107 E...	5 6:45am RE: Staff Meeting Presentation; SLHS North Lecture Hall	6	Aug 31	Sep 1	2 Young: Lab 216;	3 Young: Lab 216;	4 Young: Lab 216;	5 Young: Lab 216;	6
7	8 12:00pm MWM Site Visit Planning; Professional Library; Dawn...	9	10 10:00am ScienceFlix; FreedomFlix; ... 5:00pm T&L Weekly Upda...	11 7:00am RE: OneDrive vs. MBC; TUHS Old Main 1034	12	13	7	8	9	10	11	12 7:25am Ingram- Power Point; Lab 216	13
14	15 3:30pm Technology Committee Meeting; District Office...	16	17 5:00pm T&L Weekly Update Submission Deadline; John Mospan	18	19	20	14	15	16	17	18 7:30am Denise Saldamando ; SLHS 216 Computer La.	19 7:25am Ingram- Power Point; Lab 216	20
21	22	23	24 5:00am T&L	25	26	27	21	22 7:30am Alvsha	23	24 8:00am Burt	25 7:30am Denise	26 7:30am Denise	27

TUHSD TECH QUICK GUIDE: Adding a Shared Calendar

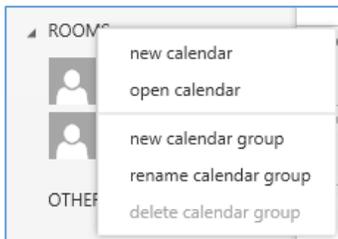
You may also open a shared calendar by 1) clicking on **Open Calendar** on the top of the page and 2) selecting **Open Shared Calendar....**

- 3) Type the name of the shared calendar.
- 4) Click **OK**.

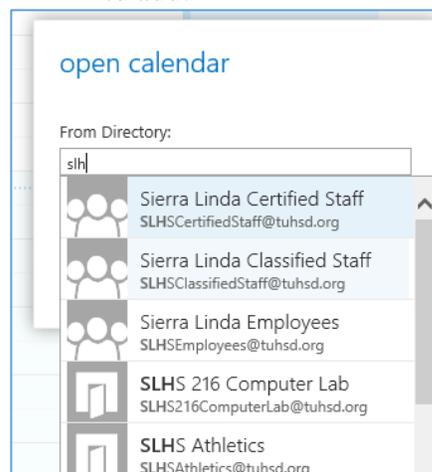


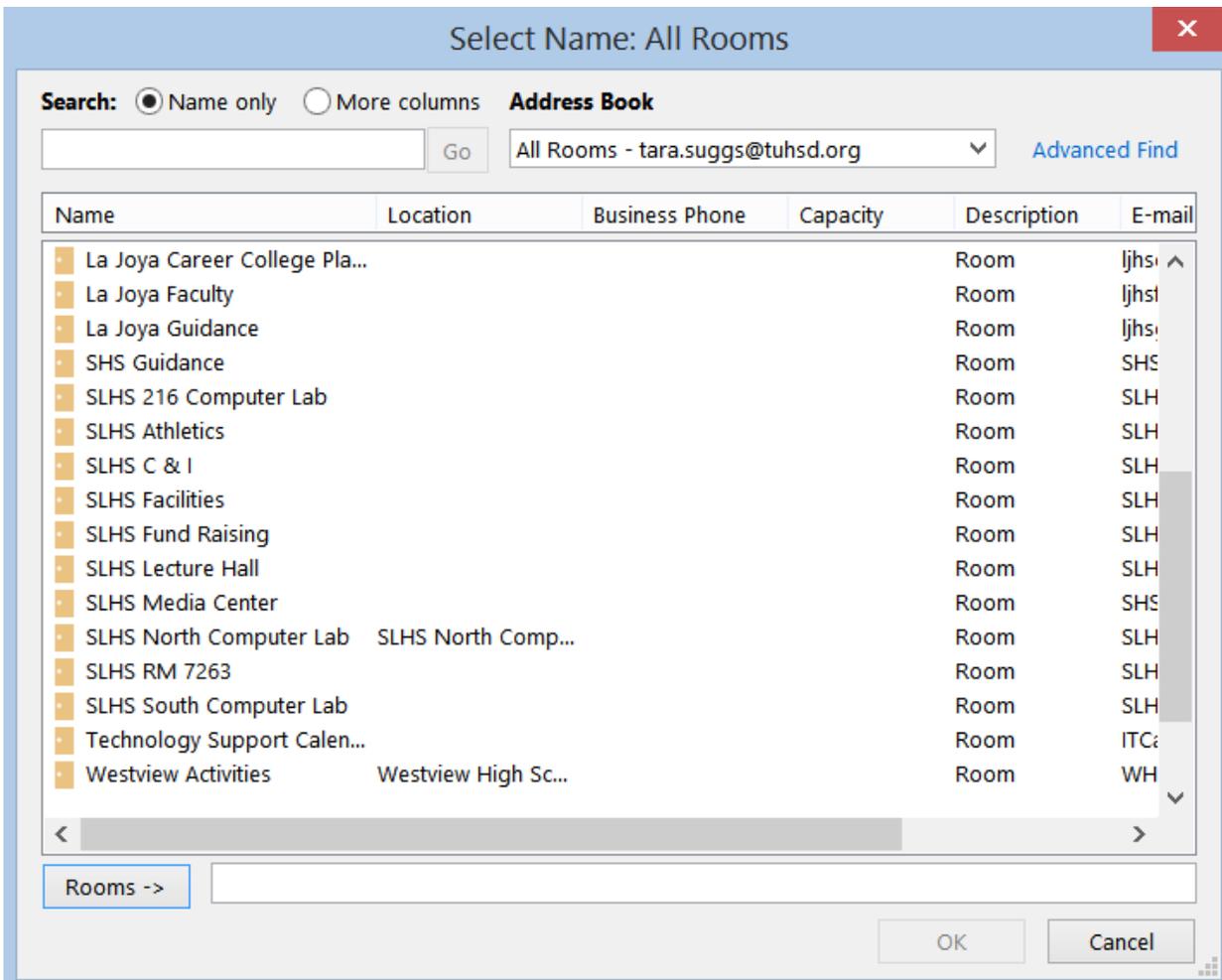
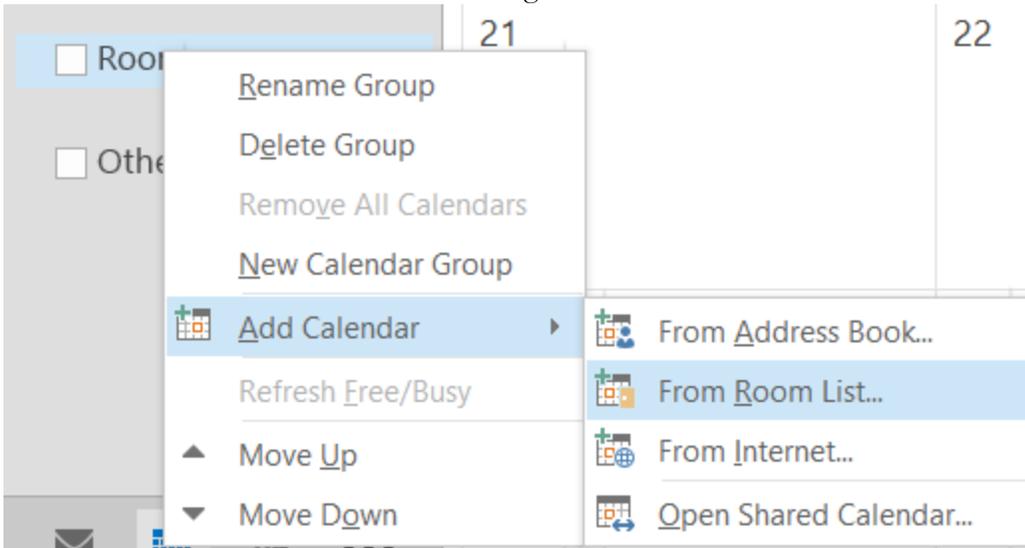
On Office 365, you may also add shared calendars using similar steps as above.

1. Right-click on the calendar type.
2. Select **open calendar**.



3. Type the name of the calendar or key words and search for the calendar you wish to add.





TUHSD TECH QUICK GUIDE: Adding a Shared Calendar

Calendar - tara.suggs@tuhsd.org							SLHS 216 Computer Lab						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
Aug 31	Sep 1	2	3	4	5	6	Aug 31	Sep 1	2	3	4	5	6
	Labor Day, United States	8:30am The Resource Bundle for 9/10/2014; Vickie's Offic...	6:30am Q1 Pr... 9:25am Stude... 2:00pm Jose... 2:30pm Meet...	8:00am Preparation for September 10; District Office A107 E...	6:45am RE: Staff Meeting Presentation; SLHS North Lecture Hall				Young; Lab 216;	Young; Lab 216;	Young; Lab 216;	Young; Lab 216;	
7	8	9	10	11	12	13	7	8	9	10	11	12	13
	12:00pm MWM Site Visit Planning; Professional Library; Dawn...		10:00am ScienceFlix, FreedomFlix, ... 5:00pm T&L Weekly Upda...	7:00am RE: OneDrive vs. MBC; TUHS Old Man 1034							7:25am Ingram- Power Point; Lab 216		
14	15	16	17	18	19	20	14	15	16	17	18	19	20
	3:30pm Technology Committee Meeting; District Office...		5:00pm T&L Weekly Update Submission Deadline; John Mospan								7:30am Denise Saldamando ; SLHS 216 Computer La...	7:25am Ingram- Power Point; Lab 216	
21	22	23	24	25	26	27	21	22	23	24	25	26	27
			5:00pm T&L					7:30am Alvsha		8:00am Burt	7:30am Denise	7:30am Denise	

Untitled - Meeting

FILE MEETING INSERT FORMAT TEXT REVIEW DEVELOPER

Delete Scheduling Assistant Lync Meeting Meeting Notes Cancel Invitation Options Tags Zoom Start Inking

You haven't sent this meeting invitation yet.

To... []

Subject []

Location [] Rooms...

Start time: Fri 9/12/2014 6:30 AM [] All day event

End time: Fri 9/12/2014 7:00 AM []

Room: [] Good [] Choose an av [] None

Select Rooms: All Rooms

Search: Name only More columns **Address Book**

Go All Rooms - tara.suggs@tuhsd.org [Advanced Find](#)

Name	Location	Business Phone	Capacity	Description	E-mail
La Joya Career College Pla...				Room	ljhs
La Joya Faculty				Room	ljhs
La Joya Guidance				Room	ljhs
SHS Guidance				Room	SHS
SLHS 216 Computer Lab				Room	SLH
SLHS Athletics				Room	SLH
SLHS C & I				Room	SLH
SLHS Facilities				Room	SLH
SLHS Fund Raising				Room	SLH
SLHS Lecture Hall				Room	SLH
SLHS Media Center				Room	SHS
SLHS North Computer Lab	SLHS North Comp...			Room	SLH
SLHS RM 7263				Room	SLH
SLHS South Computer Lab				Room	SLH
Technology Support Calen...				Room	ITC
Westview Activities	Westview High Sc...			Room	WH

Rooms ->

OK Cancel

TUHSD TECH QUICK GUIDE: Adding a Shared Calendar

The screenshot displays the Microsoft Office Meeting ribbon interface. The ribbon includes the following tabs: FILE, MEETING, INSERT, FORMAT TEXT, REVIEW, and DEVELOPER. The MEETING tab is active, showing several groups of icons:

- Appointment**: Includes 'Delete' and 'Scheduling Assistant'.
- Lync Meeting**: Includes 'Lync Meeting'.
- Meeting Notes**: Includes 'Meeting Notes'.
- Attendees**: Includes 'Cancel Invitation'.
- Options**: Includes 'Options'.
- Tags**: Includes 'Tags'.

Below the ribbon, a message states: "You haven't sent this meeting invitation yet." The meeting invitation form is visible with the following details:

- To...**: SLHS Media Center
- Subject**: [Empty text box]
- Location**: SLHS Media Center [Dropdown arrow] [Rooms...](#)
- Start time**: Fri 9/12/2014 [Calendar icon] 6:30 AM [Dropdown arrow] All day event
- End time**: Fri 9/12/2014 [Calendar icon] 7:00 AM [Dropdown arrow]

A large empty text area is located below the form fields.