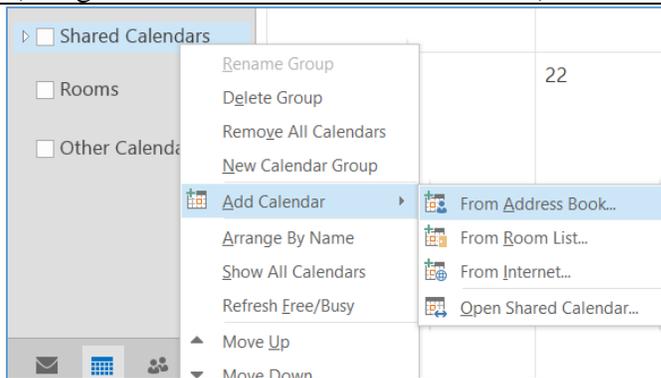To add a shared calendar, access the calendar in **Outlook**.
1. Right-click on **Shared Calendars** (or right-click on **Rooms** for reservations).
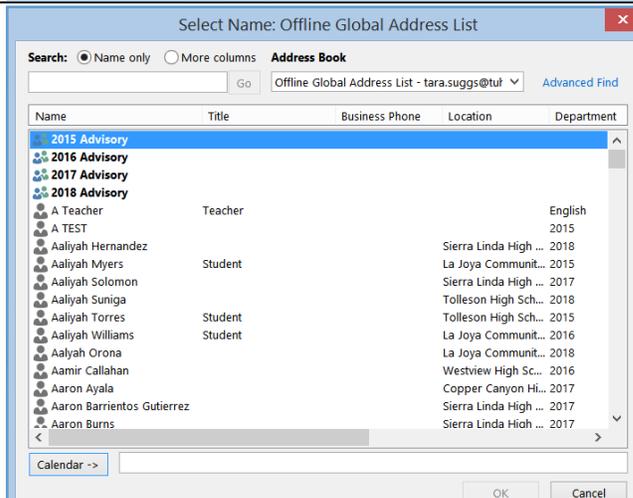
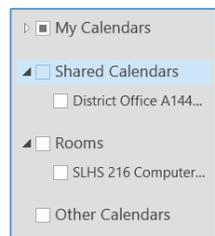|	
2. Place cursor over **Add Calendar**. 3. Select **From Address Book…** or **From Room List….**	

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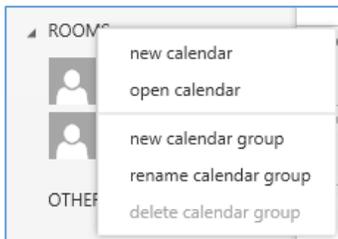
You may also open a shared calendar by 1) clicking on **Open Calendar** on the top of the page and 2) selecting **Open Shared Calendar…**.

3) Type the name of the shared calendar.
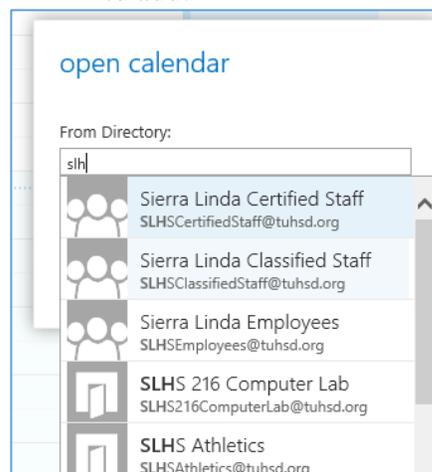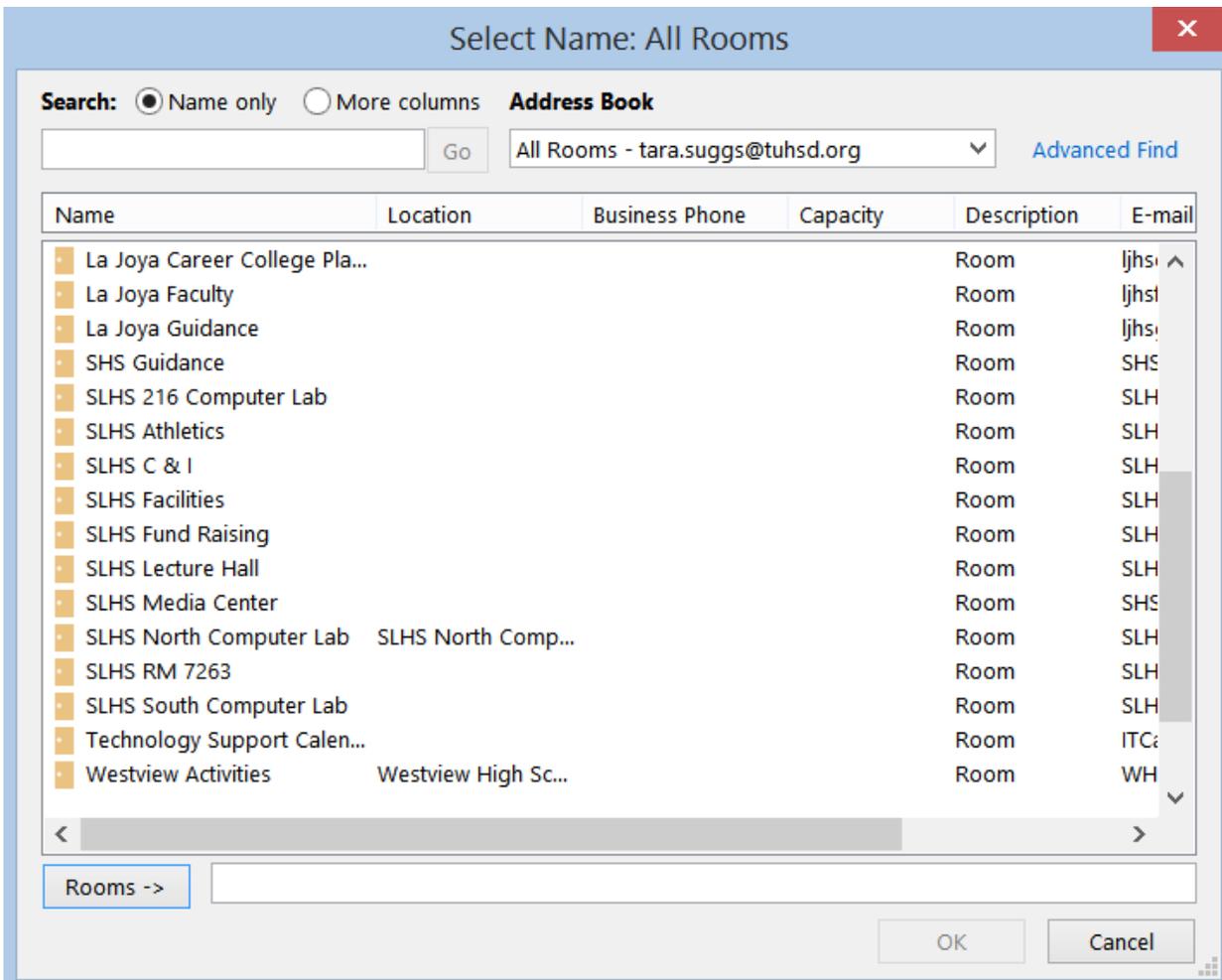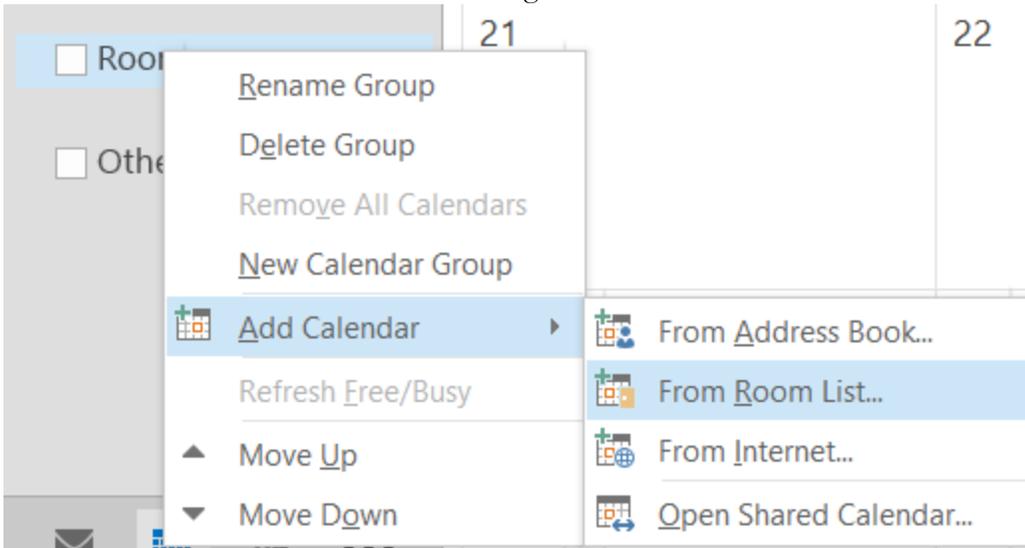4) Click **OK**.
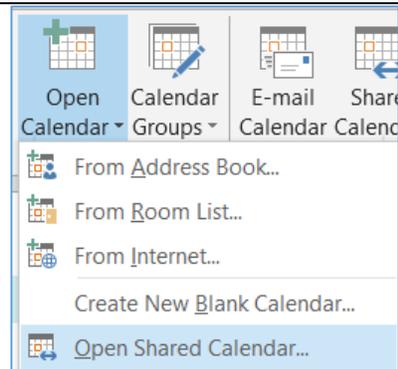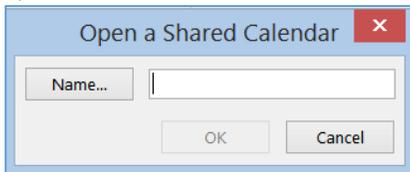
On Office 365, you may also add shared calendars using similar steps as above.

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.

21	22

☐ Roo...

Rename Group

Delete Group

Remove All Calendars

New Calendar Group

☐ Othe...

📅 **Add Calendar** ▶ 📇 From Address Book...

Refresh Free/Busy 📅 From Room List...

▲ Move Up 📅 From Internet...

▼ Move Down 📅 Open Shared Calendar...

Select Name: 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	ljhst
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	ITCi
Westview Activities	Westview High Sc...			Room	WH

[Rooms ->] [   ]

OK   Cancel