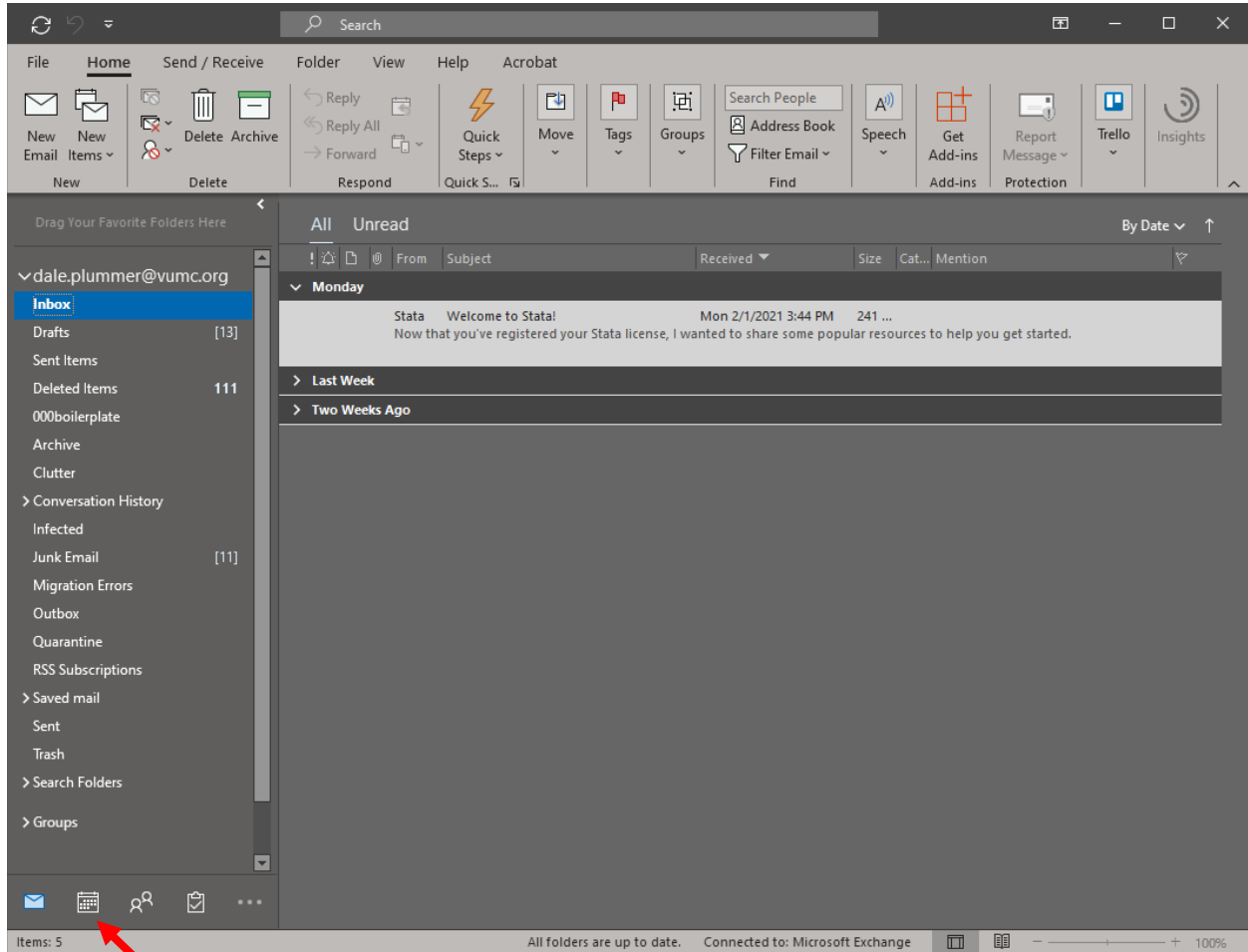


# How to add a shared calendar in the Outlook client

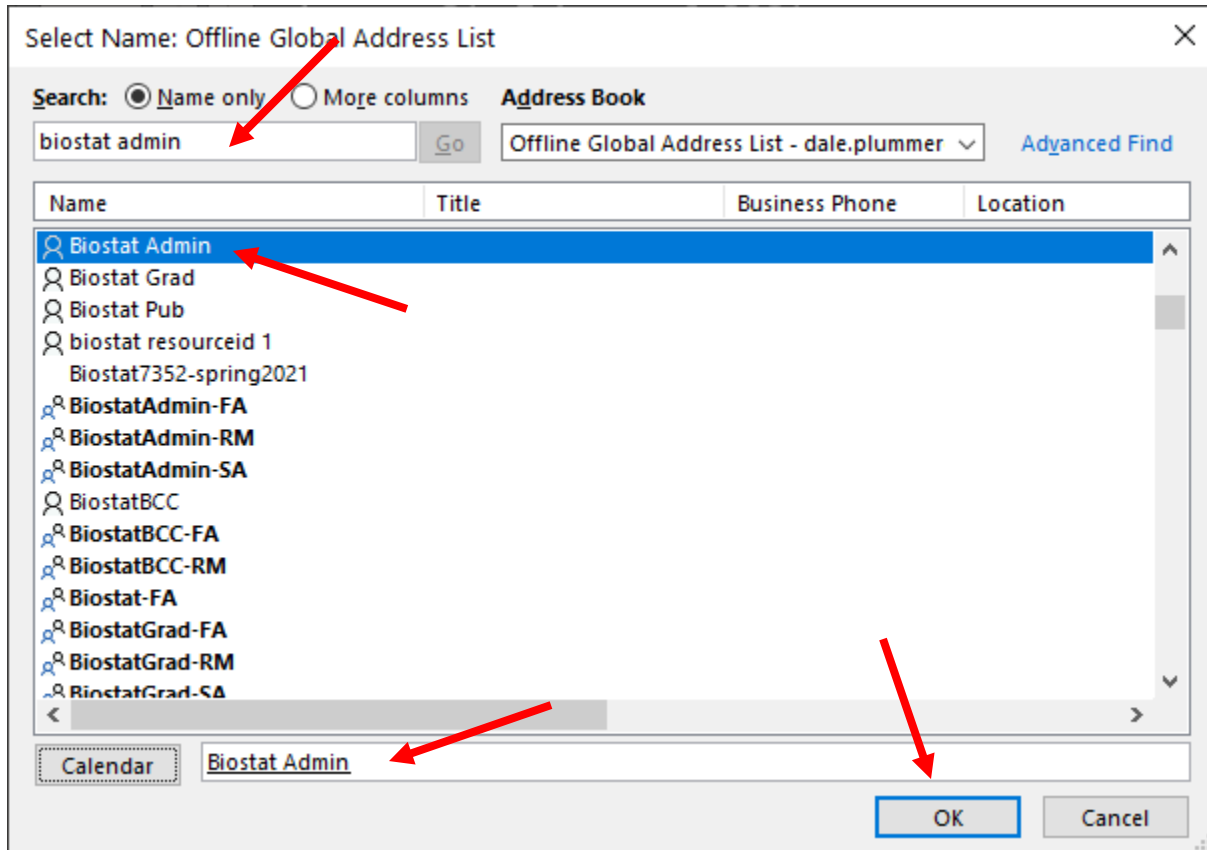
Click on the calendar icon.



Click on the Manage Calendars icon. Then click on “Add Calendar” and “From Address Book”

The screenshot displays the Microsoft Outlook calendar interface. The ribbon at the top includes the 'Home' tab, which contains the 'Manage Calendars' icon (a calendar with a plus sign) highlighted by a red arrow. Other icons in the ribbon include 'New Appointment Meeting', 'New Meeting', 'New Skype Meeting', 'New Teams Meeting', 'Today', 'Next 7 Days', 'Day', 'Work Week', 'Month', and 'Schedule View'. The calendar view is set to 'Week' and shows the dates from January 31 to February 6, 2021. The calendar grid displays various events, including 'Groundhog D...', 'CDM C Meeting', 'Admin Meeting', 'Meeting with...', 'Biostatistics Clinic Zoom', 'Continuous Quality Zoom', 'Biostatistics Seminar', 'Check for Dis...', 'REDCap/eStar integration Zoom', and 'Biostatistics IT V'. The left sidebar shows the 'My Calendars' section with a list of calendars, including 'Calendar - dale.plumme...', 'Biostatistics Departmen...', 'Calendar - dale.plumme...', and 'Birthdays'. The bottom status bar indicates 'Items: 18', 'All folders are up to date.', and 'Connected to: Microsoft Exchange'.

Enter "biostat admin" in the search box. Double click on the highlighted line so that "Biostat Admin" goes into the bottom box. Click OK.



The calendar will be added in the “Shared Calendars” section of the calendars’ navigation panel.

The screenshot displays the Microsoft Outlook calendar interface. The top ribbon includes 'File', 'Home', 'Send / Receive', 'Folder', 'View', 'Help', and 'Acrobat'. The 'Home' tab is active, showing options for 'New Appointment', 'New Meeting', 'New Items', 'New Skype Meeting', 'New Teams Meeting', 'Today', 'Next 7 Days', 'Day', 'Work Week', 'Month', 'Schedule View', 'Manage Calendars', 'New Group', 'Browse Groups', 'Search People', and 'Address Book'. The main calendar area shows a weekly view for January 31 to February 6, 2021, with a time slot from 7 AM to 7 PM. Two calendar windows are open: 'Calendar - dale.plummer@vumc.org' and 'Biostat Admin'. The 'Biostat Admin' calendar is highlighted in green. A red arrow points to the 'Biostat Admin' entry in the 'Shared Calendars' section of the left-hand navigation pane. The status bar at the bottom indicates 'Items: 18' and 'Connected to: Microsoft Exchange'.

Calendar	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Calendar - dale.plummer@vumc.org	31	1	2	3	4	5	6
Biostat Admin							