Adding a Shared Calendar or Resource to Outlook 2010/2013

If you are using the Outlook Desktop Client included in Microsoft Office 2010 and 2013, you can view other calendars, such as a shared departmental calendar or conference room calendar. This guide shows you how to add a Shared Calendar or Resource in the Outlook 2010/2013 Desktop Client.

1. In Outlook, go to the Calendar view. On the Home tab of the Ribbon at the top of the window, click on “Open Calendar.” Click “Open Shared Calendar” from the contextual menu that appears.

2. In the window that appears, click “Name.”

3. The Global Address list will appear in another window. Find the desired Shared Calendar or Resource, select it, and then click “OK.”

4. The Shared Calendar or Resource will be automatically filled into the field of the previous window. Click “OK.”
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5. The Calendar will appear on the lower left pane of the Calendar view under a heading called “Shared Calendars.”

![Image of Outlook Calendar]

6. By default, the calendar will be selected for view and displayed alongside any other calendars you are viewing.