Adding a Shared Calendar - Outlook 2013 (For Windows)

1. First, you must remove your old calendars if they are present. In Outlook, right-click on the calendar you wish to remove and select “Delete Calendar”. The calendar should no longer be visible after this.

2. From calendars, right-click on “My Calendars”, select “Add Calendar”, then click “From Address Book”.

[Image of Outlook calendar interface]

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3. In the “Select Name: Global Address List” dialog that appears, type in the name of the calendar you are adding, then double-click the calendar name in the results list.

4. Ensure the calendar name appears in the “Calendar” field, and click “OK”
5. The calendar should now appear in your “My Calendars” list.