Adding a Shared Calendar - Webmail 2013 (The new Webmail interface)

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

2. From calendars, right-click on “My Calendars”, select “Open Calendar”.

[Image: Screen capture of Webmail interface showing calendar removal and My Calendars access.]
3. In the “Open Calendar” dialog that appears, start typing in the name of the calendar you are adding and click on “Search contacts and directory” if your calendar doesn’t automatically appear.

4. Once you see your calendar, select it and click “Open”.

   ![Open Calendar Dialog]

   **Open calendar**

   From directory:

   IT Services MBX Calendar

   IT Services MBX Calendar
   itservicesmbxcal@hws.edu

   ![Search contacts and directory]

   Internet calendar:

   ![Open Calendar Dialog]
5. Your calendar will then be available. If there is no data, please see the “I added a calendar and it is empty” section.