Connecting to a Shared Calendar
In Outlook 2013

1. Open Outlook 2013. If you are using Outlook Web App, the procedure is different; please see the appropriate documentation for OWA.

2. In the lower left of the Outlook window, click on “Calendar”

3. In the ribbon (at the top of the Outlook window), click on “Open Calendar” then “Open Shared Calendar…”

4. Enter the name of the shared calendar, or click “Name…” to select it from the global address list. Click “OK”

5. The calendar will appear under “Shared Calendars” in the list at the left side of the screen. You can then work with it as you would any other calendar, subject to your permissions.

Note: This is a "FAST PUBLISH" article created directly from within the Islip Network Operations department. The information contained herein is provided as-is in response to emerging questions. As a result of the speed in making it available, the materials may include minor errors and may be revised at any time without notice.