**How to add the College shared Calendars to your Outlook Client**

First launch Outlook. Click on the calendar icon, then the three dots to the right and click on “Folders:”



Scroll down in the folders list on the left hand side until you see “public folders - \*your email address\*.” Use the arrows on the left of each title to expand out:

Expand out the **Public folders**

Expand out **All Public folders**

Expand out **HSC**

Expand out **Nursing**



Now there should be a list of calendars and folders for the College of Nursing:



From there you will need to find the calendar you want to add. Conference rooms are located in the Admin folder.

If you want to add the CON-Master Calendar for example you right click on the calendar and **Add to favorites,** then **Click** **Add:**



Go back into the Calendar view in Outlook.

Under **Other Calendars** you should see the calendar you just added.

To view the calendar just put a check mark next to the calendar you would like to view.

