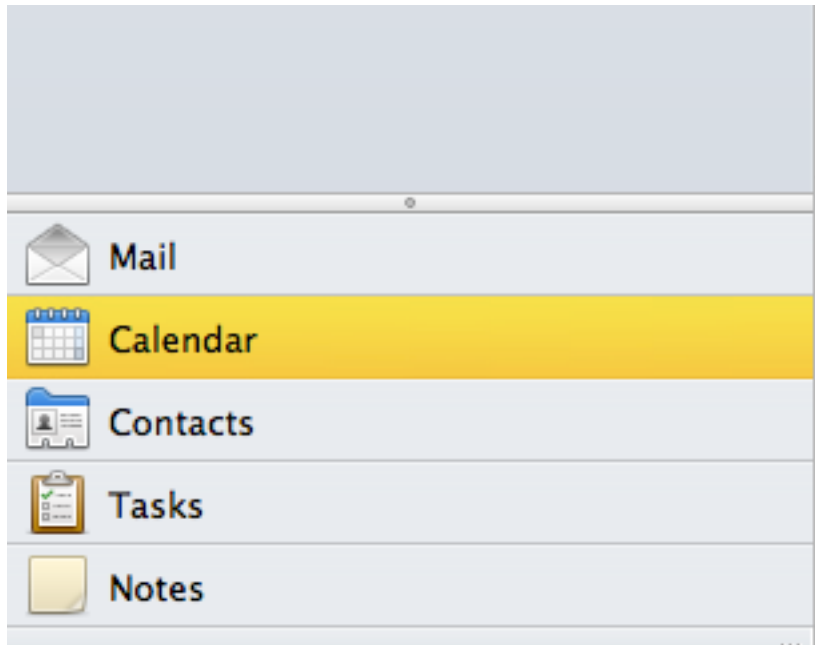
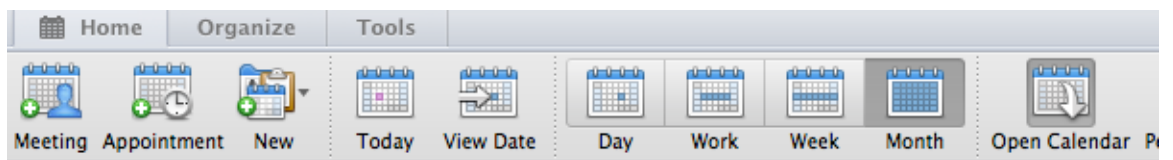


# Connecting to Shared Calendars with Outlook 2011 for Mac

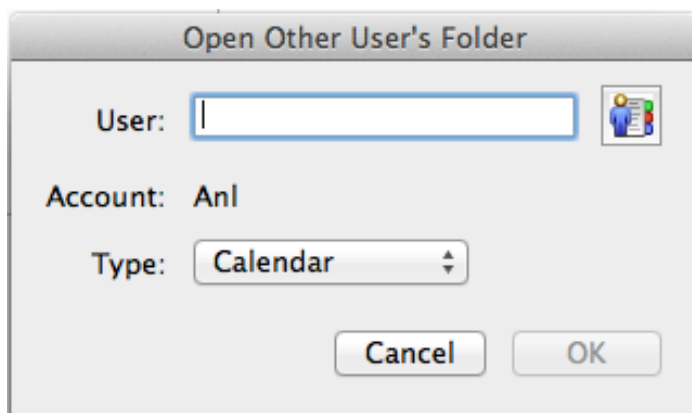
1. Open Outlook for mac and switch to “Calendar” view



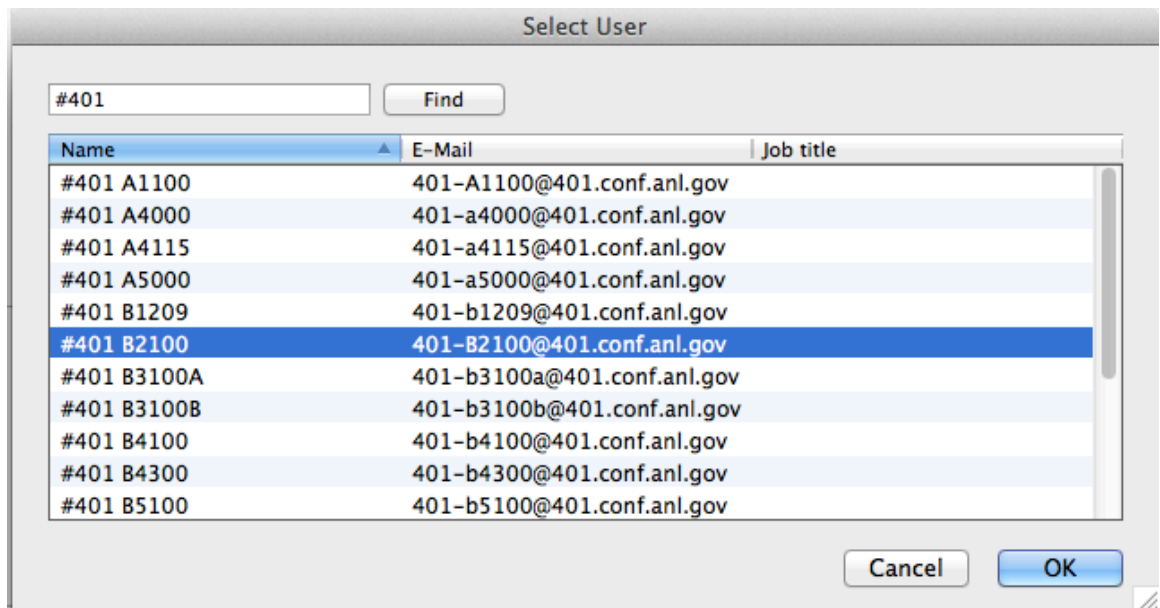
2. From the “Home” tab, choose “Open Calendar”



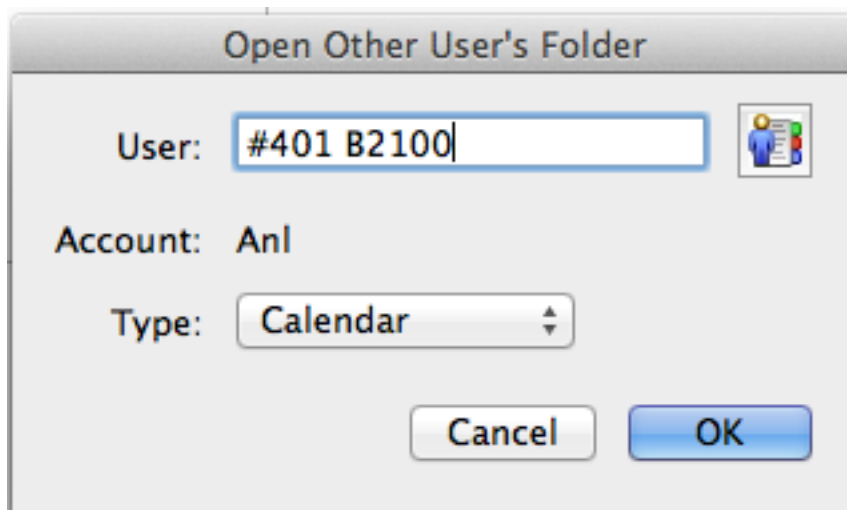
3. Click the “Address Book” button to access the address list



4. Type the name of the room you are searching for. Most shared calendars will begin with your division or group acronym. Highlight the calendar you would like to add and click "OK"



5. Click "OK" to confirm the addition of the chosen calendar to your calendar list.



6. The calendar will now appear in your calendar list under "Shared Calendars".