

Connecting to a Shared Calendar with Outlook Web App

6/28/13

1. Browse to <http://mail.anl.gov> and log in with your ANL domain username and password

Microsoft®
Outlook® Web App

Security ([show explanation](#))

This is a public or shared computer
 This is a private computer

Use the light version of Outlook Web App

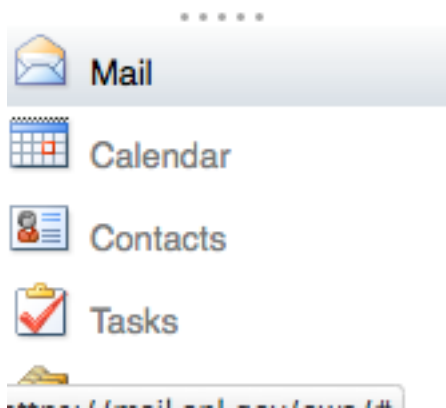
Domain\user name:

Password:

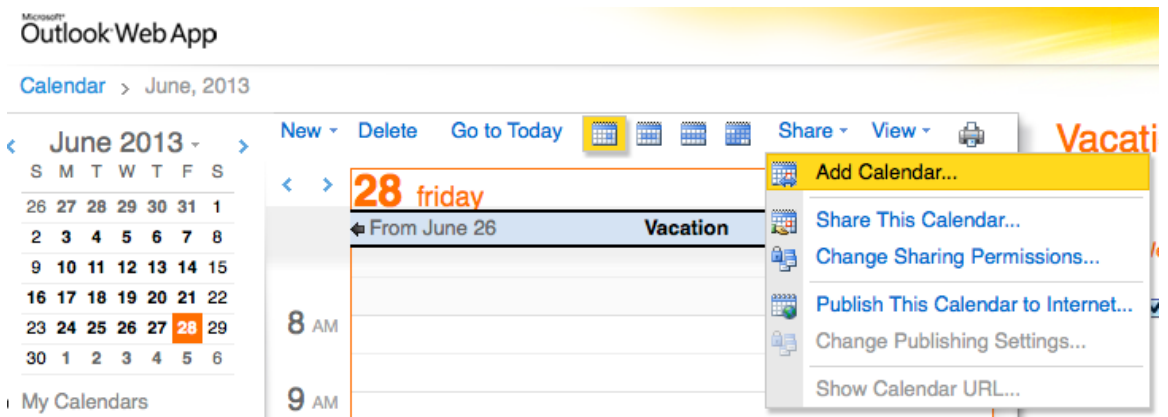
[Sign in](#)

Connected to Microsoft Exchange
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2. Click the “Calendar” icon at the bottom left hand corner of your screen



3. From the “Share” Menu, choose “Add Calendar”




4. In the resulting window, click the “Name...” link to access the Global Address list.

Add Calendar ✕

You can add a calendar from your organization or from the Internet.

Calendar from your organization

 **Name...**

(Example: Tony Smith)

Calendar from the Internet

Calendar URL:

(Example: webcal://contoso/soccer.ics)

5. Enter all or part of the name of the calendar you want to add, then click the magnifying glass icon to begin your search

Address Book

Default Global Address...

All Rooms

Show other address lists



#240



Arrange by Name A on top

- #114 001
mail114001@anl.gov
- #200 Auditorium
#200auditorium@anl.gov
- #200 J183
#200J183@anl.gov
- #200 J193
#200J193@anl.gov
- #200 K105
#200k105@cmt.anl.gov
- #200 L152
#200L152@anl.gov
- #200 R-Wing
200R-Wing@anl.gov
- #201 147
mail#201147@anl.gov
- #201 148 EQO only
mail#201148@anlmail.anl.gov
- #201 172 HR use only
mail#201172@anlmail.anl.gov
- #201 174 HR use only

Name:

Select ->

6. From the resulting list, double click the desired Calendar or calendars you would like to connect to. They will show up in the “Select” Field. Click “OK” when you complete your selections.

The screenshot shows a web browser window titled "Address Book" with the URL <https://mail.anl.gov/owa/?ae=Dialog&t=AddressBook&a=PickSelectMailbox>. The main content area displays a list of email addresses under the heading "Address Book". A search bar at the top of the list contains the text "#240". The list includes the following entries:

- #240 5178
5178@240.conf.anl.gov
- #240 5188
5188@240.conf.anl.gov
- #240 6172
6172@240.conf.anl.gov
- #240 6173
6173@240.conf.anl.gov
- #240 6178
6178@240.conf.anl.gov
- #240 6188
6188@240.conf.anl.gov
- #240 7172 Video Conference
240-7172@anl.gov
- #240 7173
7173@240.conf.anl.gov
- #240 7301
7301@240.conf.anl.gov
- #240 Conference Rooms**
Group
240ConferenceRooms@anl.gov


At the bottom of the window, there is a "Name:" field with a "Select ->" button and a text box containing the selected address: "#240 7172 Video Conference".

7. Click "OK" to add the selected Calendars to your Calendar View

Add Calendar ✕

You can add a calendar from your organization or from the Internet.

Calendar from your organization

 **Name...**

(Example: Tony Smith)

Calendar from the Internet

Calendar URL:

(Example: webcal://contoso/soccer.ics)

8. The shared Calendars you selected will now appear in the “People’s Calendars” section of your Calendar list. You can toggle on and off the view of these calendars by selecting or deselecting the check box next to the appropriate Calendar.



Microsoft
Outlook Web App

[Calendar](#) > June, 2013


< **June 2013** > New ▾

S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

My Calendars

-  Calendar
-  Home

People's Calendars

-  #240 7172 Video Conference

8 AM

9 AM

10 AM

11 AM

12 PM