How to add a Calendar in Outlook

This document lists the steps required to add a share calendar to your Outlook calendars. It covers three scenarios:

1. Adding a Calendar in Outlook for Windows
2. Adding a Calendar in Outlook for Mac
3. Adding a Calendar in Outlook on Office 365 online

Please follow the instruction according to your environment. Contact SPH tech support (sphtechs@gsu.edu), if you have any questions.

1. Adding a Calendar in Outlook for Windows

- Open outlook

- Click on the calendar tab located at the bottom of your screen.
• Right click on the other calendars tab. This will bring up a box with several options. Scroll down to Add Calendar.

• Click on Open a Shared Calendar.

• When you type the calendar you want to add don’t forget the “@gsu.edu” then click OK.
• This is a list of all of your calendars.
2. Adding a Calendar in Outlook for Mac

1. Open Outlook

- You can click here to open Outlook.

2. Click On Calendar

- Click Calendar located at the lower left portion of your screen.

3. Select Organize tab
• Click the **organize** tab located near the top left corner of your screen.

![Image of Open Calendar tab](image1)

4. **Click Open Calendar then type the calendar name**

   ![Image of Open Calendar dialog box](image2)

• Once you click the **open Calendar** a box will appear where you can type the calendar name you want to add.

5. ![Image of Select User dialog box](image3)

• When typing the calendar name, include “@gsu.edu” then click ok.

6. **Highlight the Calendar you want to add and click select.**

![Image of Calendar selection](image4)
Click on the calendar name you want to add and click Select.

All done! Your list of added calendars will show up here.
2. Adding a Calendar in Outlook on Office 365

- Visit [Faculty and Staff email online](mailto:facstaff@youruniversity.edu) to log into Office 365 and click on Calendar.
- Right Click on other calendars

- Click open Calendar

- Type the name of the Calendar you want to add.
• Click open

• The new Calendar will show up here