



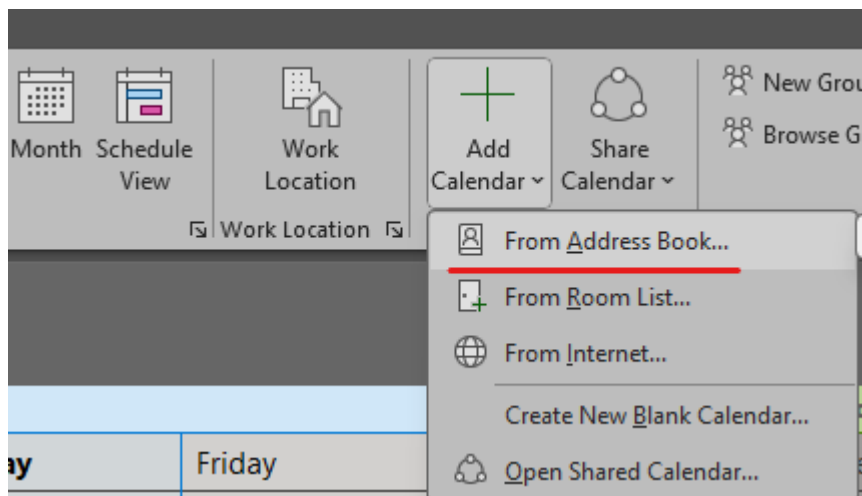
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## Open Shared Calendar in Outlook

Brian - 2026-02-07 - [Email and Collaboration](#)

This guide shows how to add a shared calendar to your Outlook app.

1. Click on the Calendar Tab in Outlook to open the calendar.
2. Click on Add Calendar in the ribbon at the top and select.



1. Search for the shared calendar name and double click it once found.

Select Name: Offline Global Address List

Search: ☒ All columns ☐ Name only

Address Book:  [Advanced Find](#)

Name	Title	Business Phone	Location	D
( MAC 1105) College Algebra				
(BSC 1011) Biodiversity				
(ENC1101) College Writing 1				
(POS 2041) Govt of the U.S				
(SPN 1120) Beg Spanish Lang.				
[AAI Nov 2024] Facilitator Team P...				
+47 Sundli-Hardig				
02 OURI				
08 OCHP				
08W Clinic				
08W SHS Nurse Phone 1				
08W SHS Nurse Phone 2				
08W SHS Nurse Phone 3				
08W SHS Nurse Phone 4				
08W SHS Nurse Phone 5				
08W SHS Nurse Phone 6				
08W SHS Nurse Phone 7				

Calendar

OK Cancel

1. The calendar will automatically open but it can be found on the left panel under Shared Calendars to enable or disabled.
2. If permissions allow, events can be booked directly on a shared calendar in the same way events are booked on a personal calendar.