



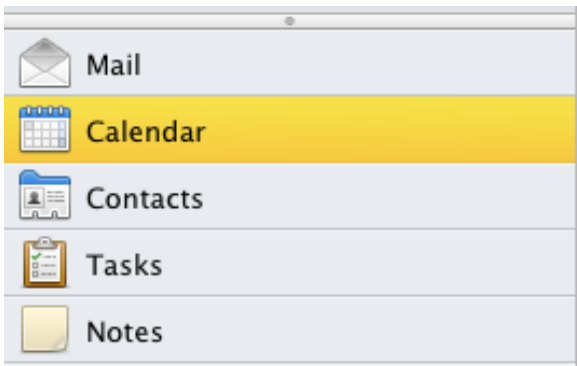
Adding Shared Calendars in Outlook

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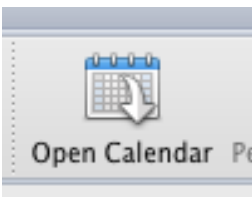
Open Outlook.



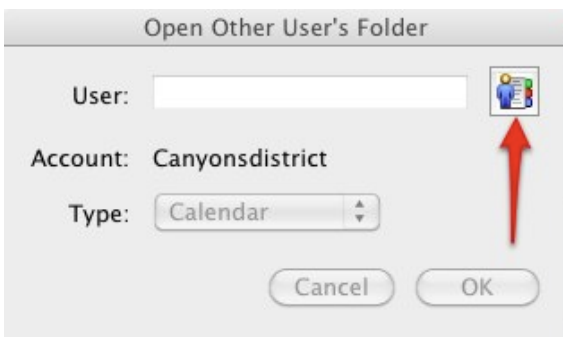
Click on "Calendar".

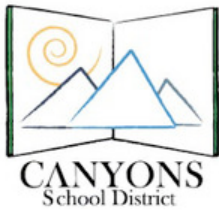


Click "Open Calendar".



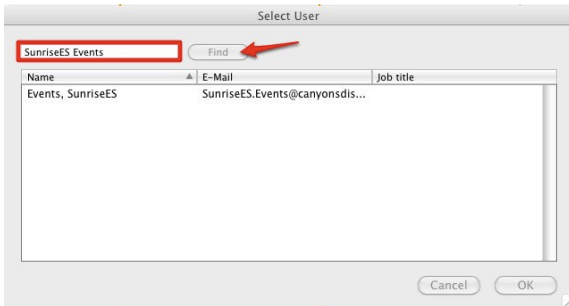
Click on the search icon.



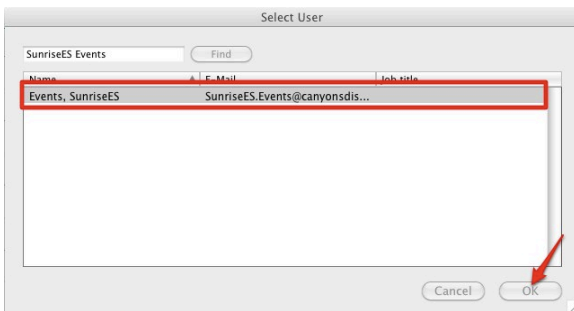


Type at least part of the title of the calendar you want to find, then click “Find”.

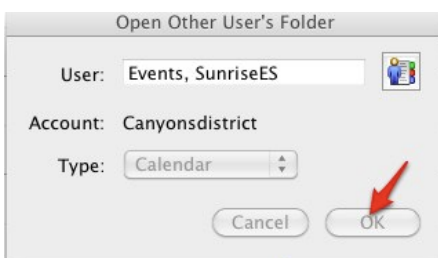
- For example, if you want to find the Sunrise Elementary School Events calendar, you can type in “SunriseES Events”.



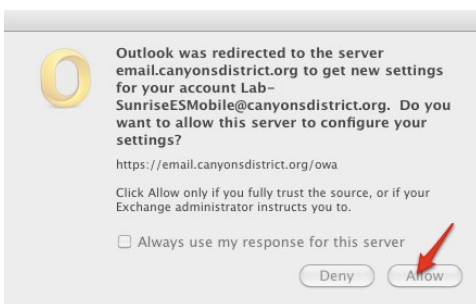
Click on the desired calendar, then click “OK”.

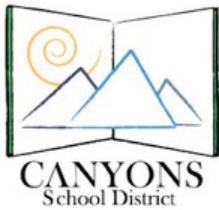


The title of the calendar you have selected will show up in the User box. Click “OK”.



If you are asked if you want to allow the server to configure your settings, click “Allow”.





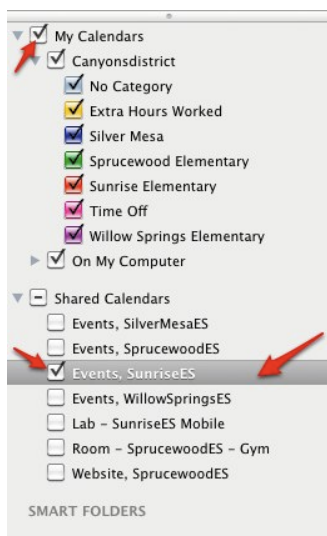
Repeat this process for each calendar you wish to add.

Once you have added all your calendars, they will show up in the section titled “Shared Calendars” under the “My Calendar” section. If you cannot see the calendars listed, click on the triangle next to “Shared Calendars” to drop down the menu of calendars.



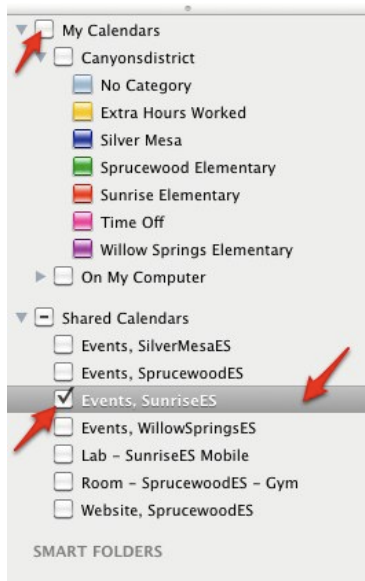
When you click the check box for any calendar, the events for that calendar will show up on your screen. When you click on the title of a calendar so that it is highlighted, that calendar is brought to the forefront and all its events are darker than those on the other calendars.

- In the following example I would be able to see my own personal calendar events and the Sunrise Events calendar events simultaneously because both of them are checked. The Sunrise events would appear darker than my personal events because its title has been clicked and it is highlighted.





- In the following example I would only see the events on the Sunrise Events calendar because it is the only calendar checked.



Note:

- You will need to be careful when adding events to calendars. Be sure that you have selected the correct calendar to so that events are being added where you intend them to be added.
- You can invite people to calendar events on any calendar using their district email address. When you invite them to an event and they accept it, the event will also show up on their personal calendar as well as the calendar on which you created the event.
- You can copy an event from one calendar to another by clicking and dragging the event from the original calendar to the title of the calendar on which you would like it to be copied.
- Please be considerate of others when scheduling rooms and labs. While we do want you to have access to the resources you need, we do not want teachers or grades to block out time for the entire year so that others can't use the resources. Thank you.