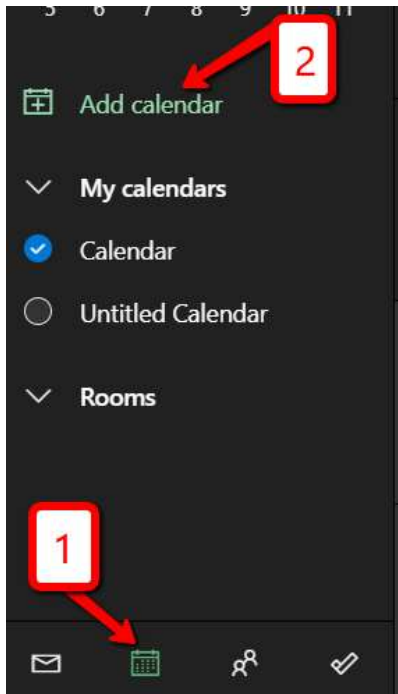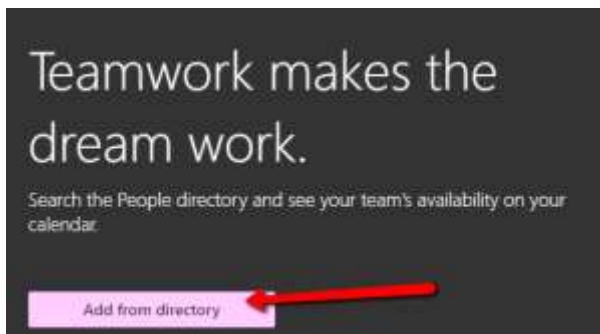# IT Training – Adding Public Calendars Outlook Web

The purpose of this training is to help staff add public calendars to Outlook web
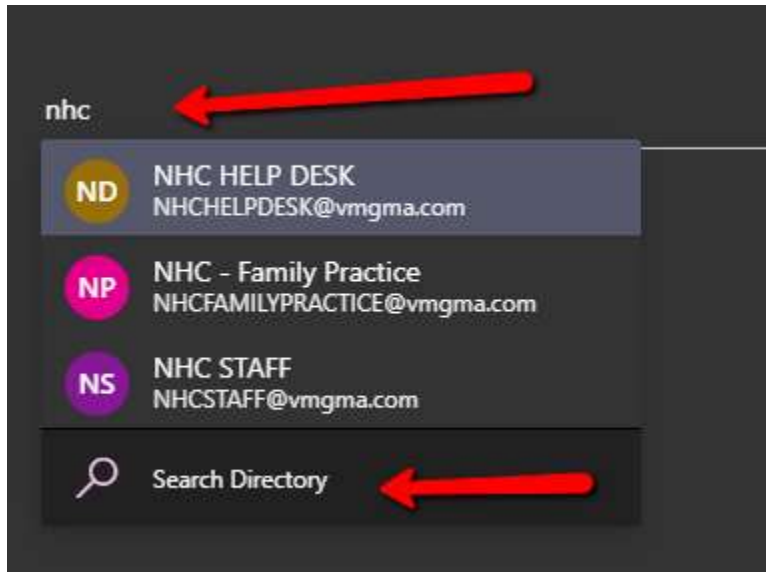
- **Click on the Calendar icon in the bottom left. Then click on Add Calendar.**
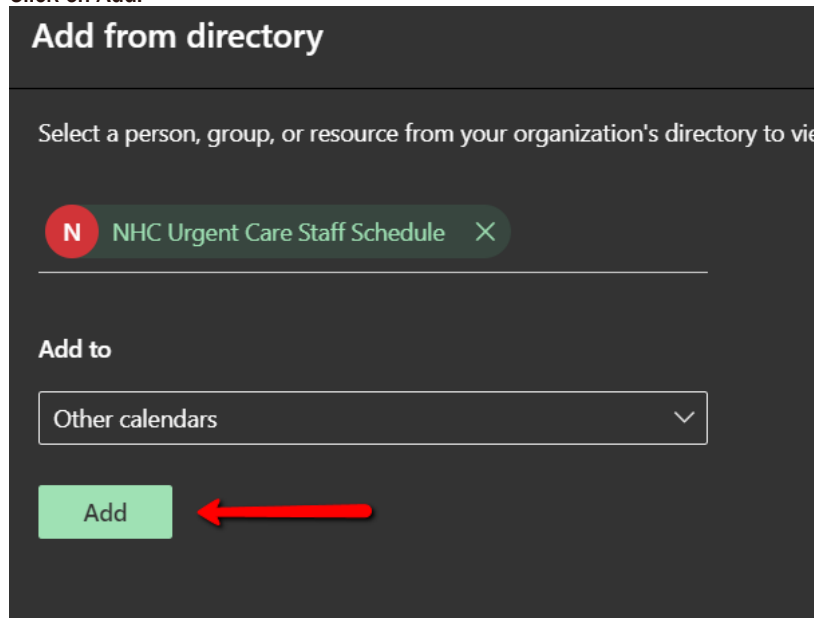

- **Select Add from directory.**

Then start typing the name of the calendar you wish to add and click on it. If you do not see your calendar click Search Directory for more options

- Click on Add.

- The calendar should now be listed in the side bar