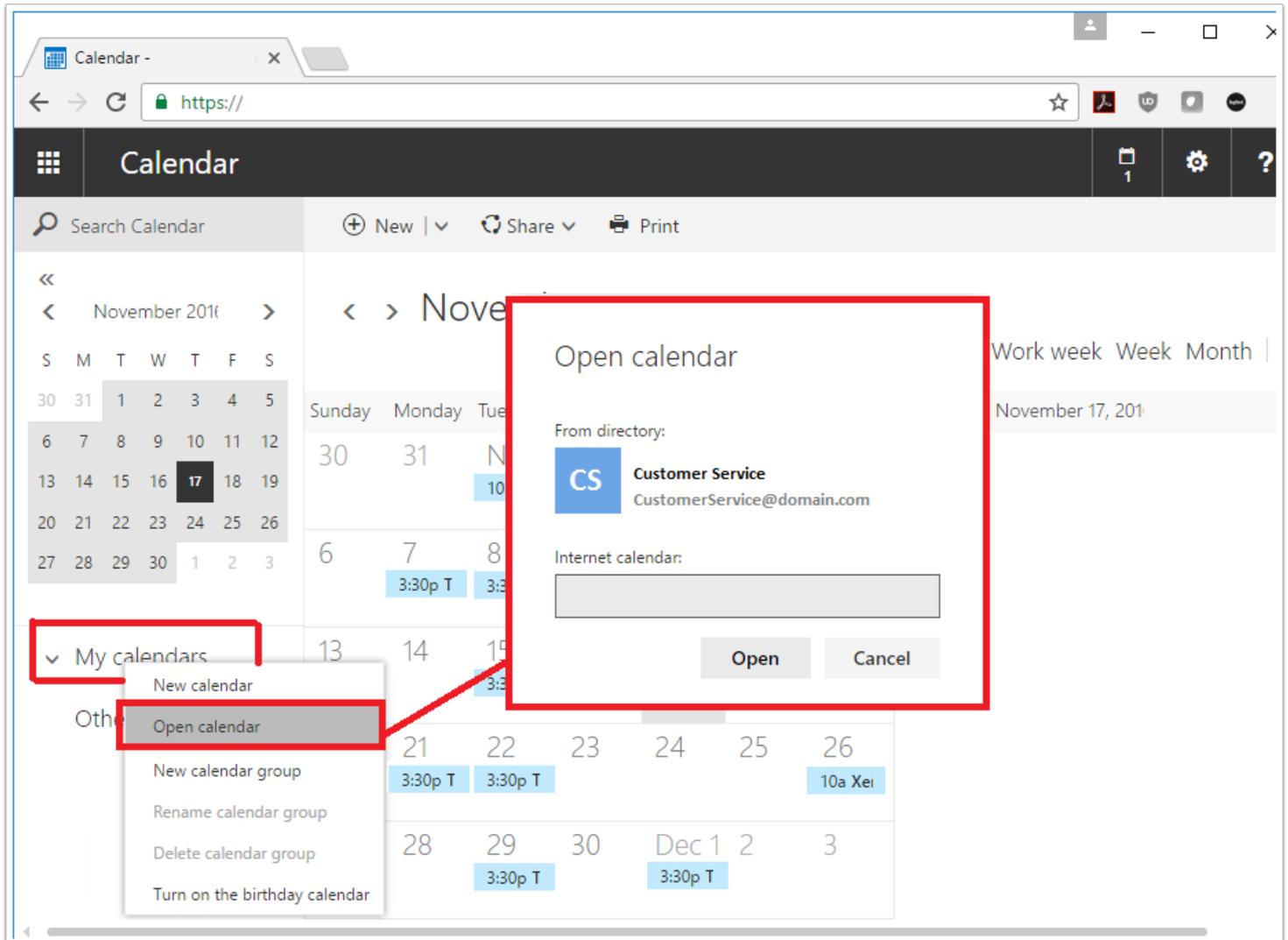


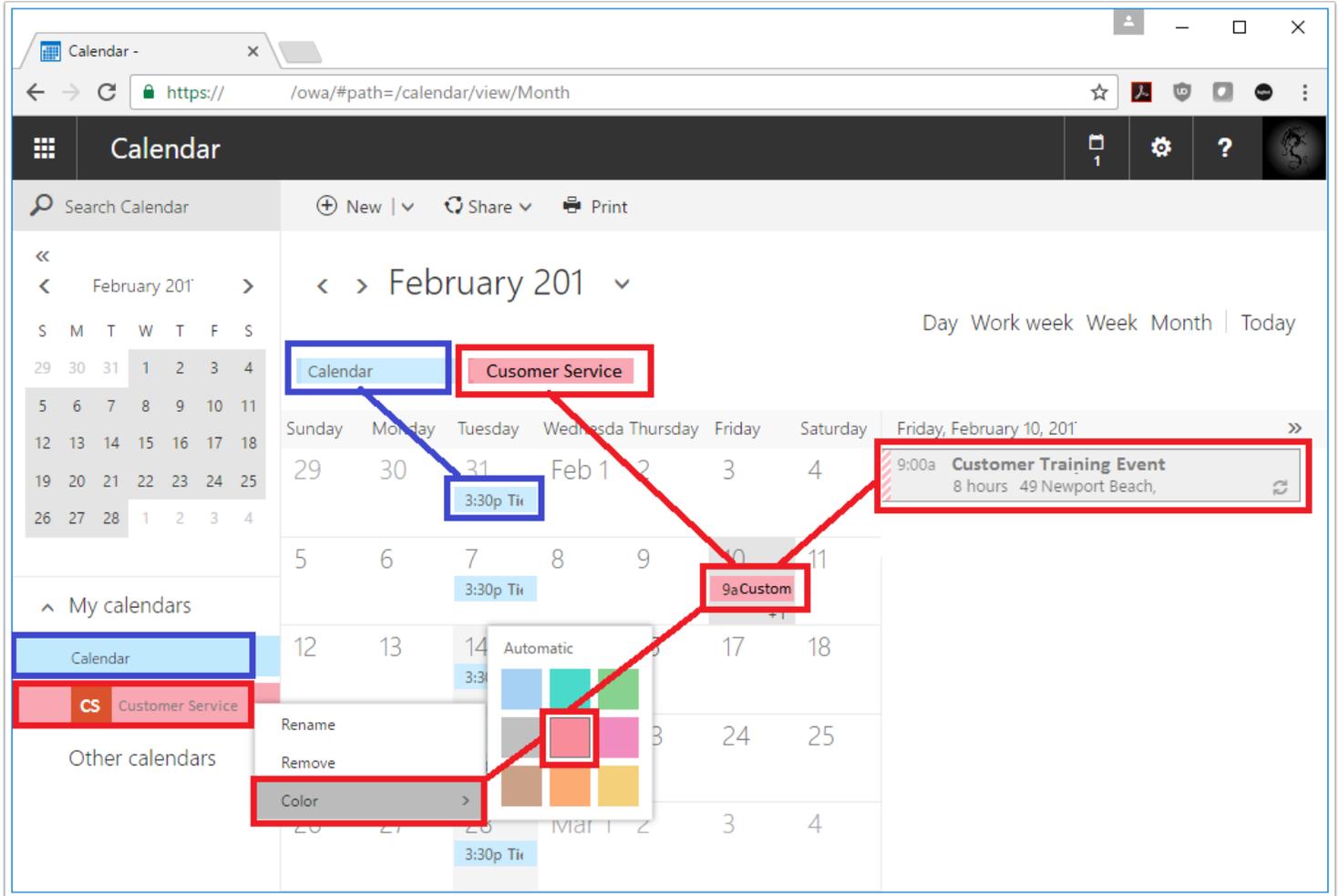
Add a Shared Calendar to your outlook account (allows multiple users to see & edit a common calendar)

Select Calendar option in Outlook then Right Click "My Calendars" choose the email account name the shared calendar would be shared under.



Multiple Calendars are shown as Tabs and events overlay in different colors

Take a moment to define the color of the new shared calendar so its easy to differentiate from your personal calendar



Adding New Events to Shared Calendars allows all users to see the event.

1. Right Click the day/s of the new event
2. Choose "New"
3. Immediately define which calendar this event will appear on (your personal or the shared)
4. Proceed to define the event details such as name location
5. If specific People are required then "Add people"
6. If the Event will re-occur then define interval else default is only 1 time.

The screenshot displays the OWA calendar interface. On the left, a calendar grid for February 2017 is shown. A red box highlights the 'New' button that appears when right-clicking a day. Below the grid, the 'My calendars' section shows two calendars: 'Calendar' and 'Customer Service', with 'Customer Service' highlighted in red. The main area shows the 'Details' form for a new event. A red box highlights the 'Event Name Description' field. Another red box highlights the 'Add people' button in the 'People' section. A third red box highlights the 'Repeat' section, where the 'Calendar' dropdown is set to 'Customer Service' and the 'Repeat' interval is set to 'Every 90 days'. A red arrow points from the 'Customer Service' calendar in the 'My calendars' section to the 'Customer Service' dropdown in the 'Repeat' section. The 'Details' form also includes fields for 'Start' and 'End' times, 'From' and 'To' dates, 'Reminder' (set to 2 weeks), and 'Show as' (set to Free). The 'Event Name Description' field contains the text 'Event Name Description Where When Why Who Etc...'. The 'People' section includes an 'Add people' button and a 'Sort by' dropdown.