OWA Shared Calendar User Guide (How To Add Manage)



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.

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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

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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. Immediatly 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.

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