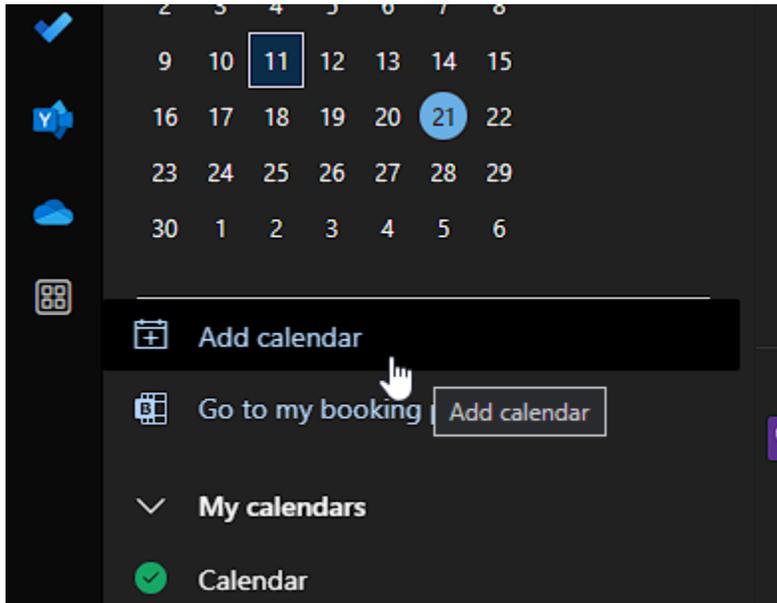
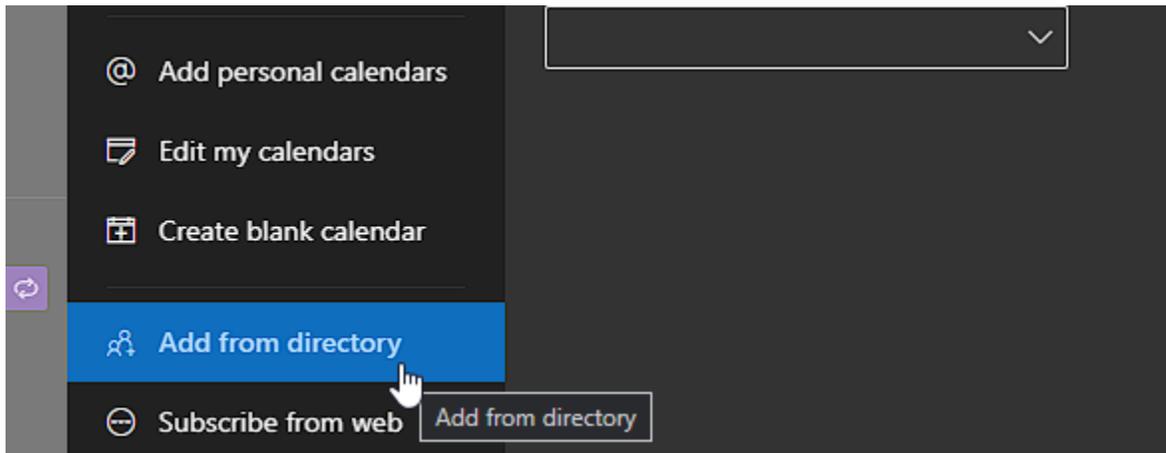


Adding Someone Else Calendar

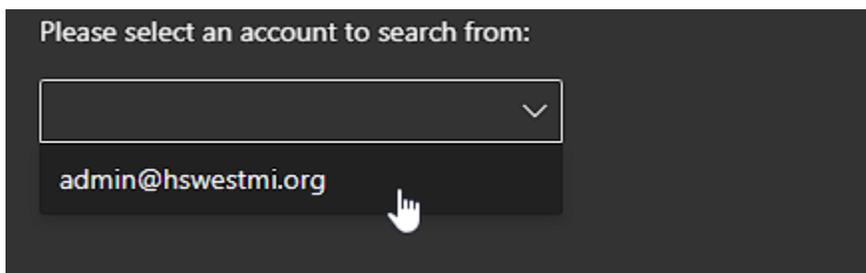
1. Go to your Outlook Calendar or <https://outlook.office.com/calendar>
2. Click "Add Calendar"



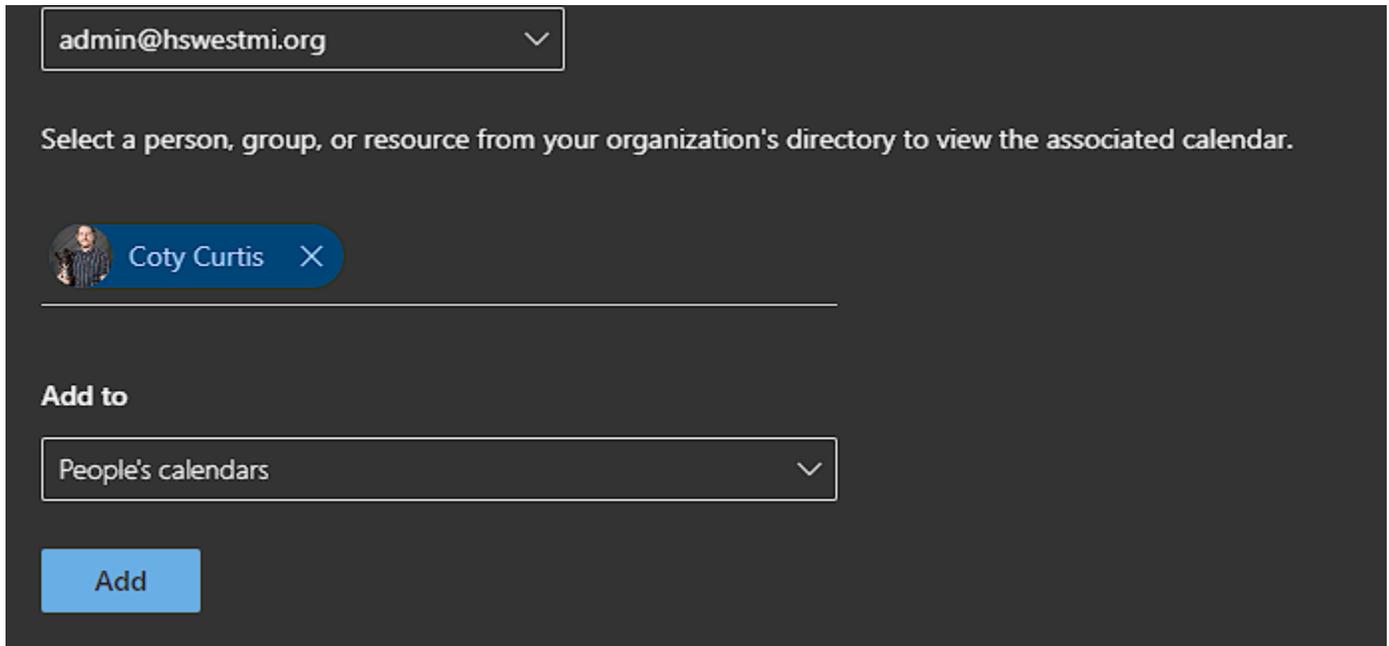
3. Go to "Add from directory"



4. Use the drop down and click on your username



5. Search for the person you would like to add then click “Add”



admin@hswestmi.org

Select a person, group, or resource from your organization's directory to view the associated calendar.

Coty Curtis

Add to

People's calendars

Add

6. You will now see their calendar as long as it is checked on the left side. How much data you see depends on how the other user has set up their permission. You may only be able to see when they busy instead of full details.