HUMANE SOCIETY
OF WEST MICHIGAN

Adding Someone Else Calendar

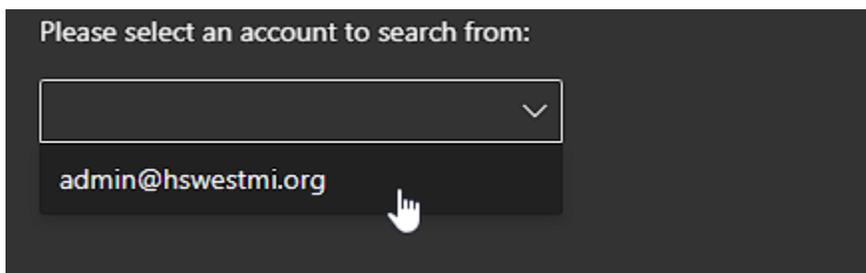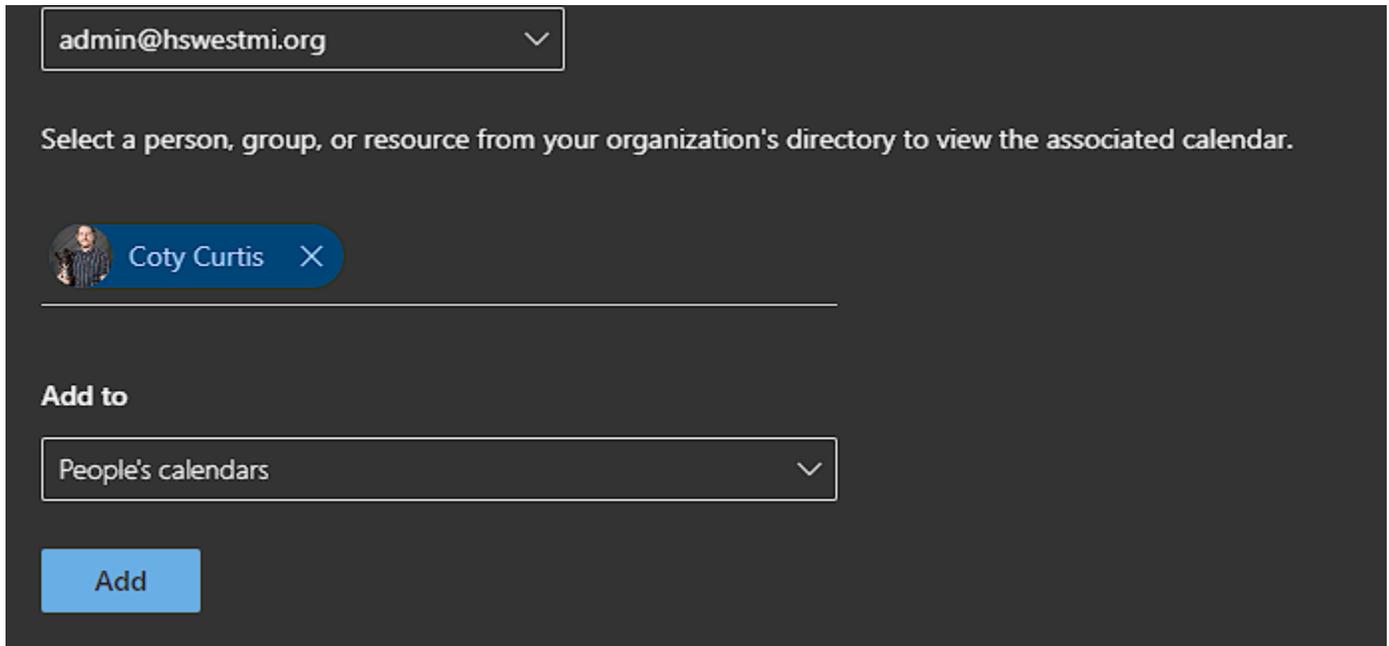1. Go to your Outlook Calendar or https://outlook.office.com/calendar
2. Click "Add Calendar"
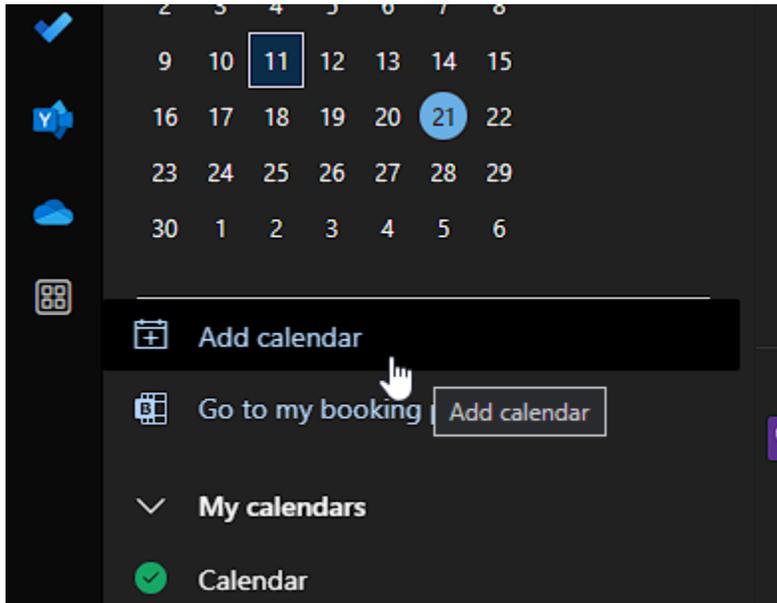
3. Go to "Add from directory
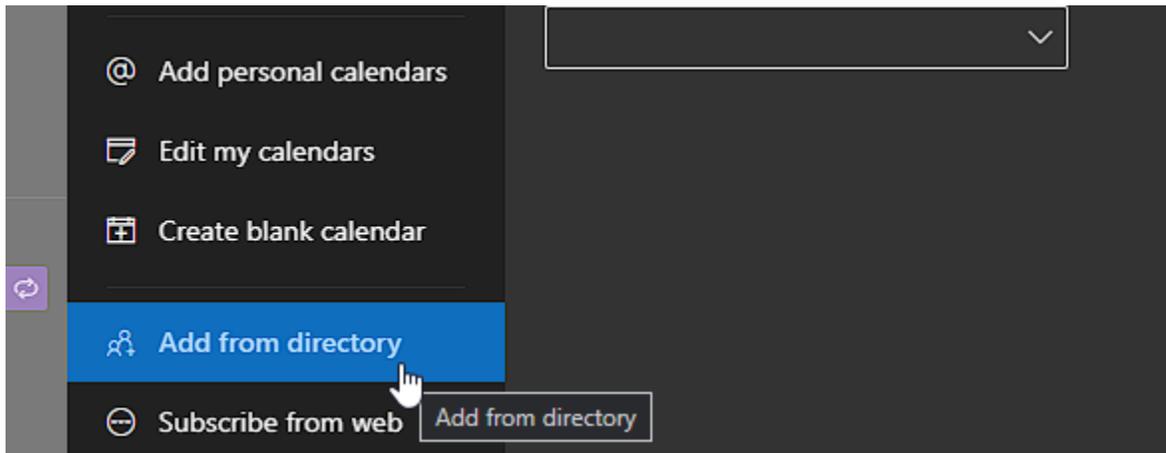
4. Use the drop down and click on your username

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

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.