

Adding a shared calendar in Outlook

Adding a Shared Mailbox (New Outlook)

1. Go to your **Calendars** in Outlook.



2. Click "**Add calendar**".



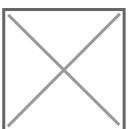
3. Choose "**Add from directory**".



4. Select your mail account from the dropdown menu.



5. Search for the calendar you need access to.



6. Once selected, click "**Add**" to confirm.



7. The selected calendar will now appear under **Other Calendars**. Ensure it is ticked so it shows in your list of active calendars.



8. **If you receive an error when adding a calendar** stating that you do not have permission, please raise a support request at support@safetynet-it.com for assistance. This suggests you do not have access permissions.



Adding a Shared Mailbox (Classic Outlook)

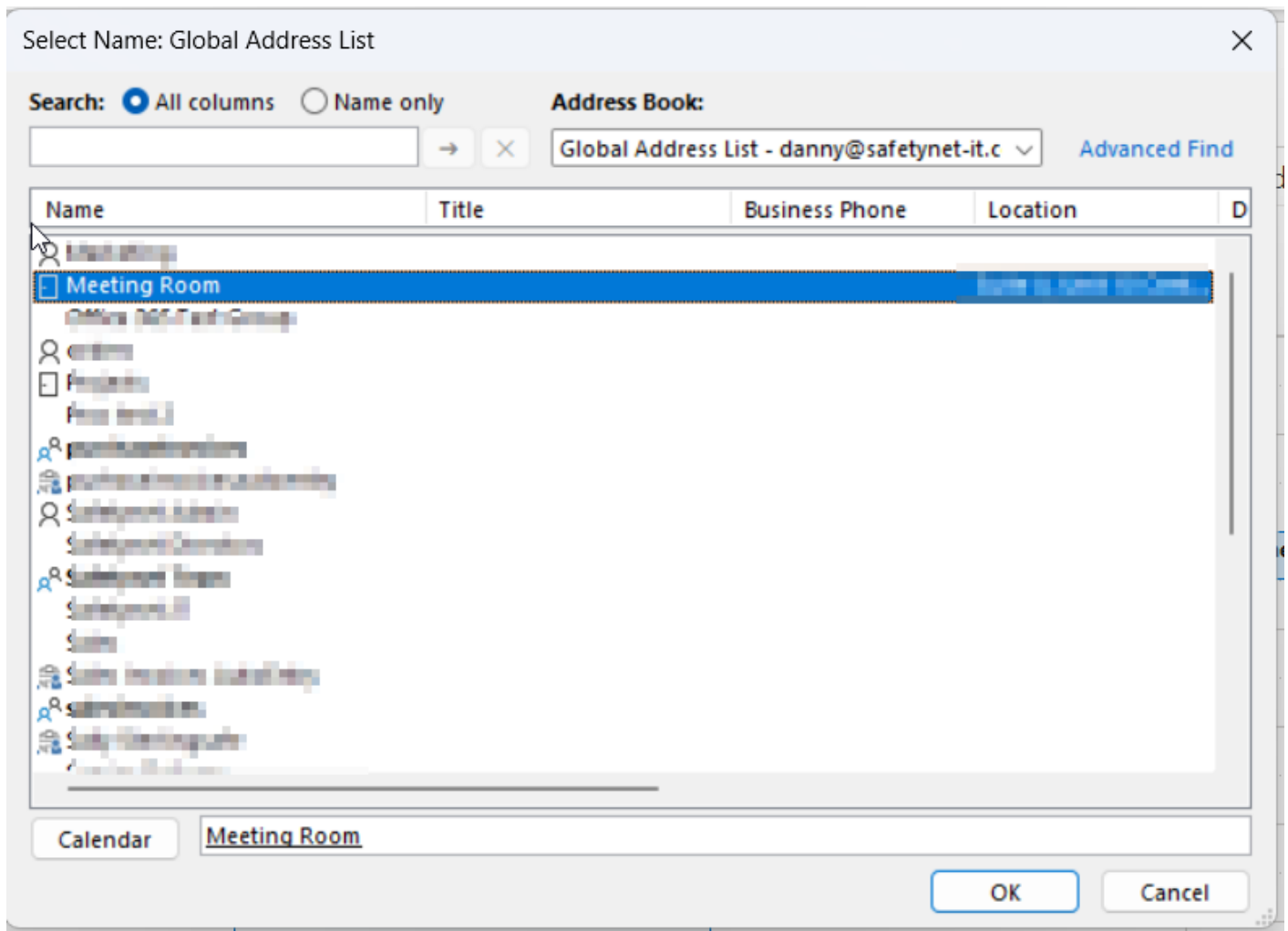
1. Go to your **Calendars**.

The screenshot shows the Microsoft Teams calendar interface. The top ribbon has tabs for 'File', 'Home', 'Send / Receive', 'Folder', 'View', and 'Help'. Under the 'Home' tab, there are several groups of icons: 'New' (Appointment, Meeting, Focus Time, Items), 'New Skype Meeting', 'Meet Now', 'Teams Meeting', 'Go To' (Today, Next 7 Days), 'Arrange' (Day, Work Week, Week, Month, Schedule View), and 'Add Calendar' (Add Calendar, Share Calendar). The left sidebar shows a calendar view for March 2025, with the 18th highlighted. The main area shows a detailed view for Tuesday, March 18, with a time slot from 09:00 to 10:00 highlighted in blue.

2. Click **"Add Calendar"** in the ribbon and choose **"From Address Book"**.

The screenshot shows the 'Add Calendar' dropdown menu in Microsoft Teams. The menu options are: 'From Address Book...', 'From Room List...', 'From Internet...', 'Create New Blank Calendar...', 'Open Shared Calendar...', 'Show Manager's Team Calendars', and 'Show Team Calendars'. The 'Add Calendar' button is highlighted with a mouse cursor.

3. Find the mailbox you need access to, double-click on it, and press **"OK"**.



4. The calendar should now appear in your list. Ensure it is ticked so it shows in your **Active Calendars**.

The screenshot displays the Safetynet IT calendar application. On the left, a sidebar shows the month of March 2025 and a list of rooms: support, New Center, accounts, Storage Center, and virtual Labview. The 'Meeting Room' is selected. The main area shows a detailed view for the dates 17-21 March 2025. The calendar grid shows events for Monday (17), Tuesday (18), Wednesday (19), Thursday (20), and Friday (21). A timeline on the right indicates the time slots from 08:00 to 16:00. A meeting titled 'Meeting Room' is scheduled for Tuesday, March 18, from 09:00 to 11:00. Another meeting titled 'Meeting Room' is scheduled for Thursday, March 20, from 10:00 to 12:00. A third meeting titled 'Meeting Room' is scheduled for Friday, March 21, from 10:00 to 12:00. The interface also includes a 'Today' button and navigation arrows.

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