

Adding a shared calendar in Outlook

Adding a Shared Mailbox (New Outlook)

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



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



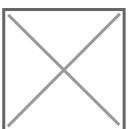
3. Choose "**Add from directory**".



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**.

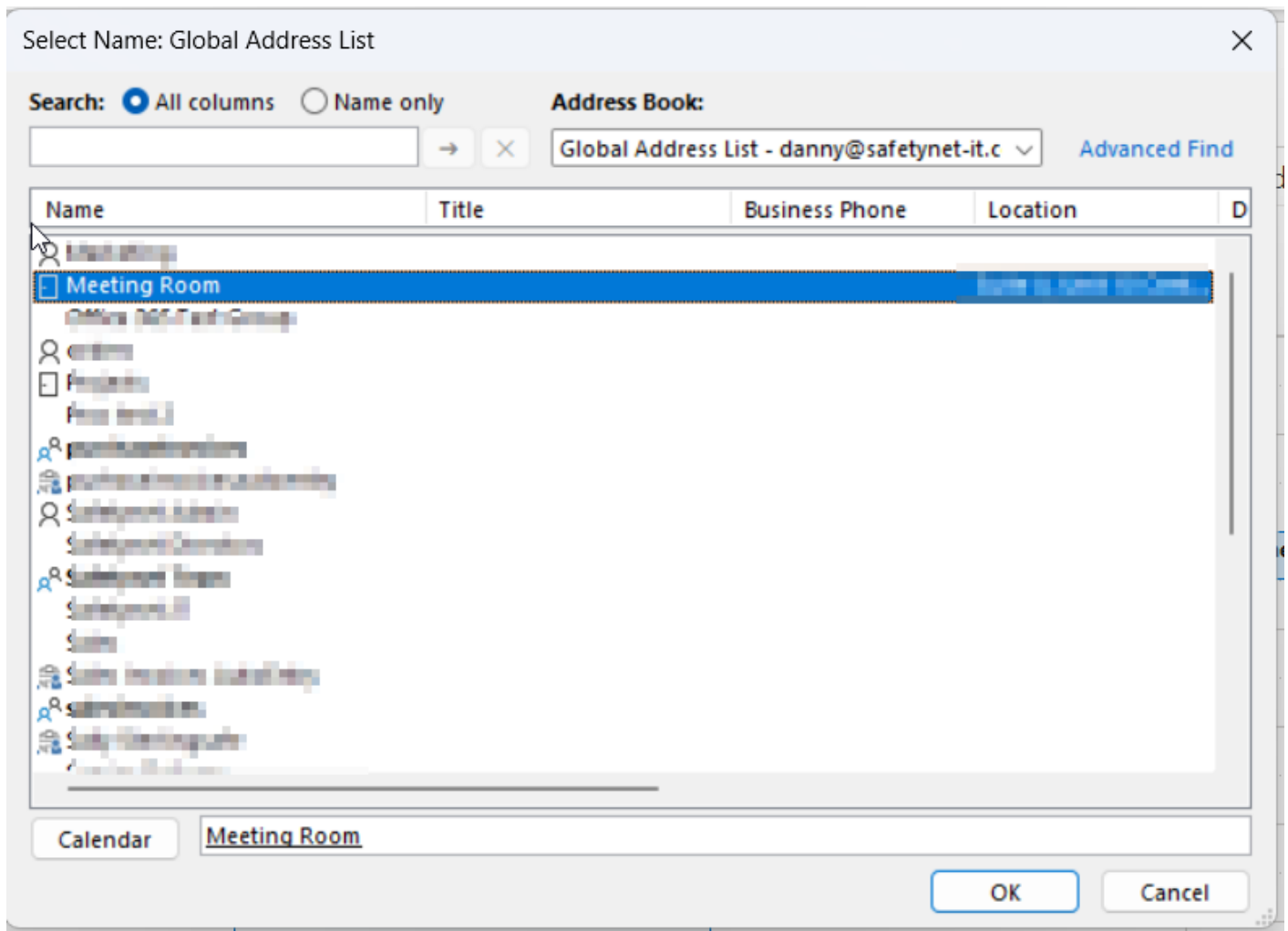
The screenshot shows the Microsoft Teams calendar interface. The top ribbon is set to 'Home' and includes various options for creating and managing calendar items. The left sidebar displays a monthly calendar for March 2025, with the 18th selected. The main area shows a detailed view for Tuesday, March 18, 2025, 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 the Microsoft Teams calendar interface. The menu options are:

- From Address Book...
- From Room List...
- From Internet...
- Create New Blank Calendar...
- Open Shared Calendar...
- ✓ Show Manager's Team Calendars
- ✓ Show Team Calendars

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 interface. On the left, a sidebar shows a monthly view for March 2025, with the 18th highlighted. Below this, a list of rooms is provided: support, New Center, accounts, Storage Center, and virtual Lab 1. The 'Meeting Room' is selected. The main area shows a detailed view for the dates 17-21 March 2025. The calendar is organized into columns for each day. The timeline view on the right shows a vertical axis with time slots from 08:00 to 16:00. A black dot is positioned at 09:00 on Tuesday, March 18th. A blue event bar is visible on Tuesday, March 18th, from 11:00 to 12:00, labeled 'Meeting in Supportroom'. Another blue event bar is visible on Friday, March 21st, from 11:00 to 12:00, labeled 'Meeting in Supportroom'. The interface is clean and modern, with a light blue and white color scheme.

Revision #3

Created 18 March 2025 09:04:30 by Daniel

Updated 18 March 2025 09:23:56 by Daniel