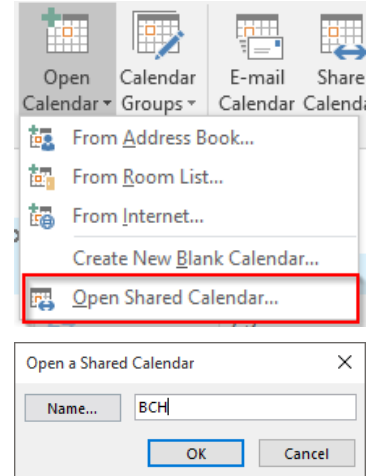



# Opening a Shared Calendar – School Activities/Lab Calendars

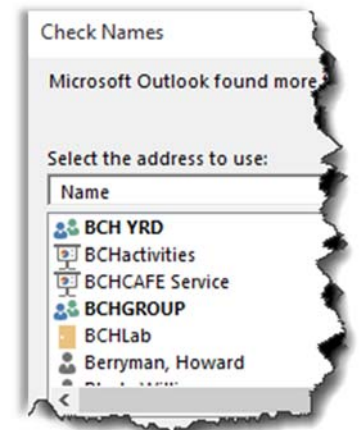
Users gain great knowledge of school events via Shared Calendars. The most popular calendars utilized are the School Activities Calendar and the Lab Calendars. What’s the difference? Each school has an Activities Calendar. These calendars show various events, holidays, field trips, etc. All school activities calendars are accessible to staff. The Lab Calendars are a little different in nature. They mainly show the scheduled events of a particular room/location utilized by others. They are school specific and only accessible by individuals at that location.

1. Click on the **Calendar** Icon located on the left-hand navigation pane in Outlook.
2. Click on the **“Open Calendar”** button on the home ribbon in the Manage Calendars group.
3. Select **“Open Shared Calendar”** from the drop-down.
4. Enter the school initials (or keywords) and click **“OK”**.
5. Scroll through the list of school accounts to find the specified school Lab/Activities/Calendar accounts in the Global Address Book.
6. Select an account and click **“OK”**.



School Calendars can easily be identified in the Global Address List by a

picture of a door . Calendar names consist of the school abbreviation (example: BCH, GGH, etc.) ending/beginning with “Calendar”, “Appointments”, “Activities”, “Lab”, etc.



All Staff have access to School Activities Calendars, but School Lab Calendars and Appointment Calendars are only accessible by staff at that location.

7. The shared Calendar appears next to any calendar that is already in the default view. After you access a shared Calendar for the first time, the Calendar is added to the Navigation Pane under **“Shared Calendars”**. The next time you want to view the shared Calendar, you can select it in the Navigation Pane.

