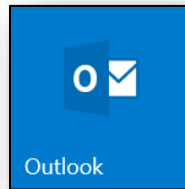


Adding a Calendar in Outlook

These directions explain how to add a calendar in Outlook.

Adding a Calendar

1. Open **Outlook 2016**.



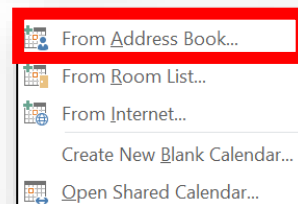
2. Click on the **Calendar Icon** to open calendars.



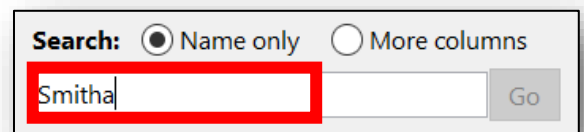
3. Click **Open Calendar** or **Add Calendar**.



4. Click **From Address Book**.



5. Type in the **Name of the Calendar** in the Search Box.



6. Click **Calendar**.

7. Click **OK**.

