How to Open a Shared Calendar

To access a calendar that was shared with you (ex: your boss's calendar or a co-worker's calendar), follow the instructions provided below.

- 1. At the bottom of the page in Outlook, select 🔟 to go to Calendar.
- 2. In the navigation pane, select Add calendar



3. If adding another State of Hawaii Judiciary calendar, under Add calendar, select Add from directory and enter the name or email address of the calendar you want to add. Outlook on the web will automatically find matching entries from the organization's directory.

| Add calendar | Add from directory | | |
|--|--|--|--|
| ♀ Recommended | Select a person, group, or resource from your organization's directory to view the associated calendar. | | |
| ☑ Edit my calendars ☑ Create blank calendar | o365 Test 01 O365 Test 01 o365 Test 01 o365.test01@courts.hawaii.gov | | |
| Add from directory Subscribe from web Upload from file | Search Directory | | |
| ⊗ Sports □ TV | | | |

Note: If you do not see the calendar you want to add click **Search Directory**, which will provide more search options.

4. Select which of your calendar folder views you want to add this calendar. Options include **People's calendars**, **My calendars** or **Other calendars**.

| Add calendar | Add from directory |
|--------------------|--|
| ♀ Recommended | Select a person, group, or resource from your organization's directory to view the associated calendar. |
| Edit my calendars | 0365 Test 01 × |
| Add from directory | Add to |
| Subscribe from web | People's calendars V |
| D Upload from file | My calendars |
| | Other calendars |
| @ Sports | People's calendars |
| TV 🖓 | |

5. After you make your selection, click Add.

| Add calendar | Add from directory |
|-------------------------|--|
| ♀ Recommended | Select a person, group, or resource from your organization's directory to view the associated calendar. |
| 🕼 Edit my calendars | 00 0365 Test 01 × |
| 🗄 Create blank calendar | |
| R Add from directory | Add to |
| ⊖ Subscribe from web | People's calendars |
| D Upload from file | Add |
| Sports | |
| ₽ TV | |

6. You should see a message that the calendar was added at the bottom of the dialogue box.



7. The calendar folder will now appear in your calendar folder view.



8. When both the shared calendar's radio button and your personal calendar's radio button is checked, the shared calendar will overlay in your calendar view with a different color. The colors of the shared calendar is selected by the system.

| İİ A | dd calendar | | |
|--|------------------------|----------------------|----------------------|
| \sim N | ly calendars | | |
| o | alendar | | |
| 0 | Inited States holidays | | |
| ОВ | irthdays | Wednesday | Thursday |
| 0 N | /ly Project | Apr 1 | 2 |
| | | 12p Lunch | 9a 📴 Weekly Meetin 📿 |
| People's calendars | eople's calendars | 12p Busy | 9a Busy |
| O z | z Training02 | 1:30p 🛱 Team Meeting | |
| o | 0365 Test 01 | 1:30p Tentative | |

Note: The overlay of calendars will occur when more than one calendar radio button is checked at the same time.

9. To remove your calendar from view, **uncheck** the radio button for your personal calendar. This will remove your calendar from view and only show the shared calendar.

| Ŧ | Add calendar | | |
|------------|------------------------|-----------------|----------|
| \sim | My calendars | | |
| \bigcirc | Calendar | | |
| 0 | United States holidays | | |
| 0 | Birthdays | Wednesday | Thursday |
| 0 | My Project | Apr 1 | 2 |
| | | 12p Busy | 9a Busy |
| \sim | People's calendars | 1:30p Tentative | |
| 0 | zz Training02 | | |
| 0 | O365 Test 01 | | |

10. When finished viewing the shared calendar, you can **uncheck** its radio button to hide it from view. To show your personal calendar, **check** the radio button to bring it back into view.

| 🗄 Add calendar | | |
|---------------------------------|----------------------|----------------------|
| \checkmark My calendars | | |
| 📀 Calendar | | |
| O United States holidays | | |
| O Birthdays | | |
| O My Project | Wednesday | Thursday |
| \checkmark People's calendars | Apr 1 | 2 |
| O 77 Training02 | 12p Lunch | 9a 😰 Weekly Meetin 📿 |
| | 1:30p 🛱 Team Meeting | |
| O365 Test 01 | | |
| > Groups | | |

11. You can also change the color of any calendar by **right-clicking** the calendar and selecting **Color**:

