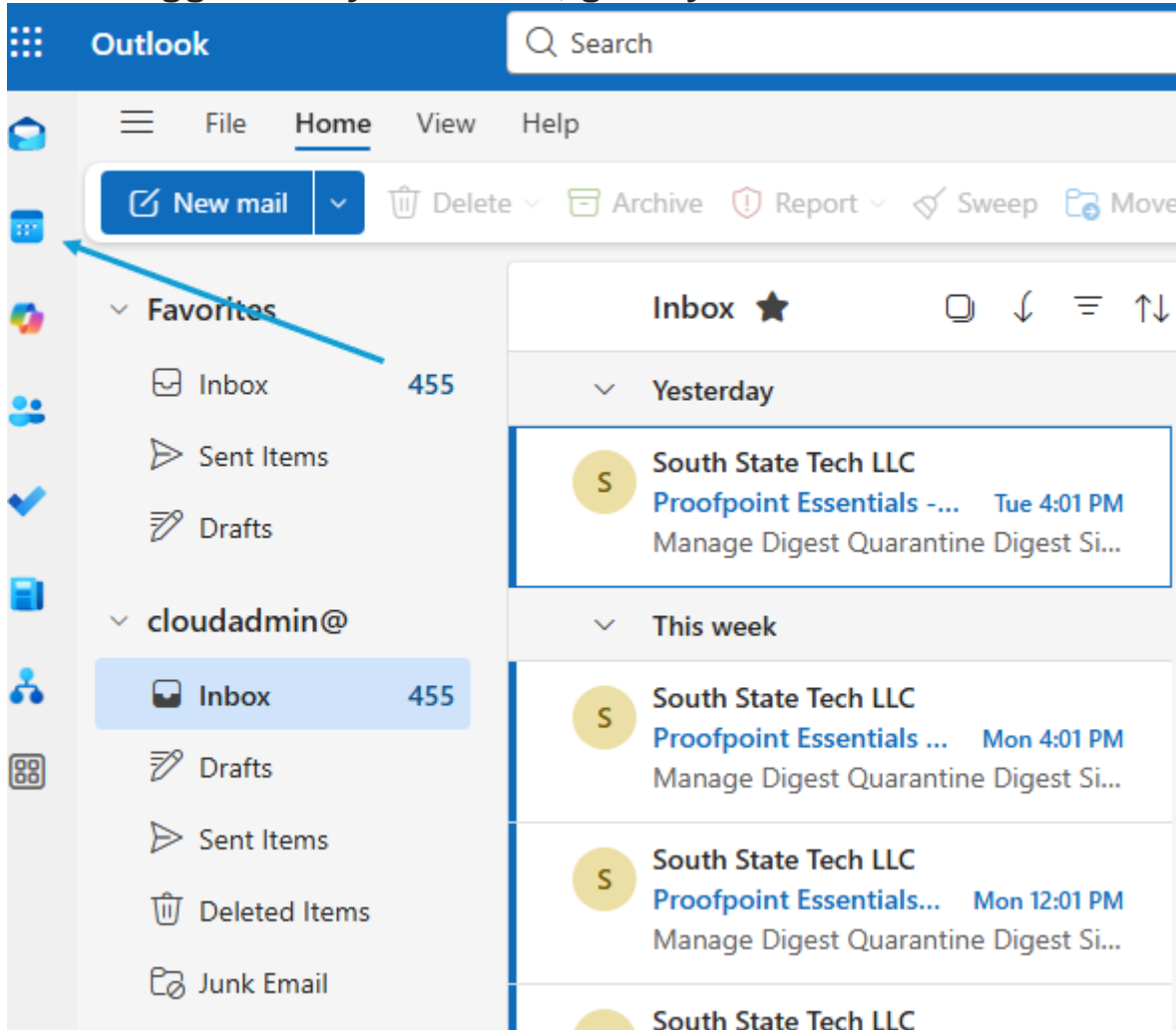


Add a Shared Calendar

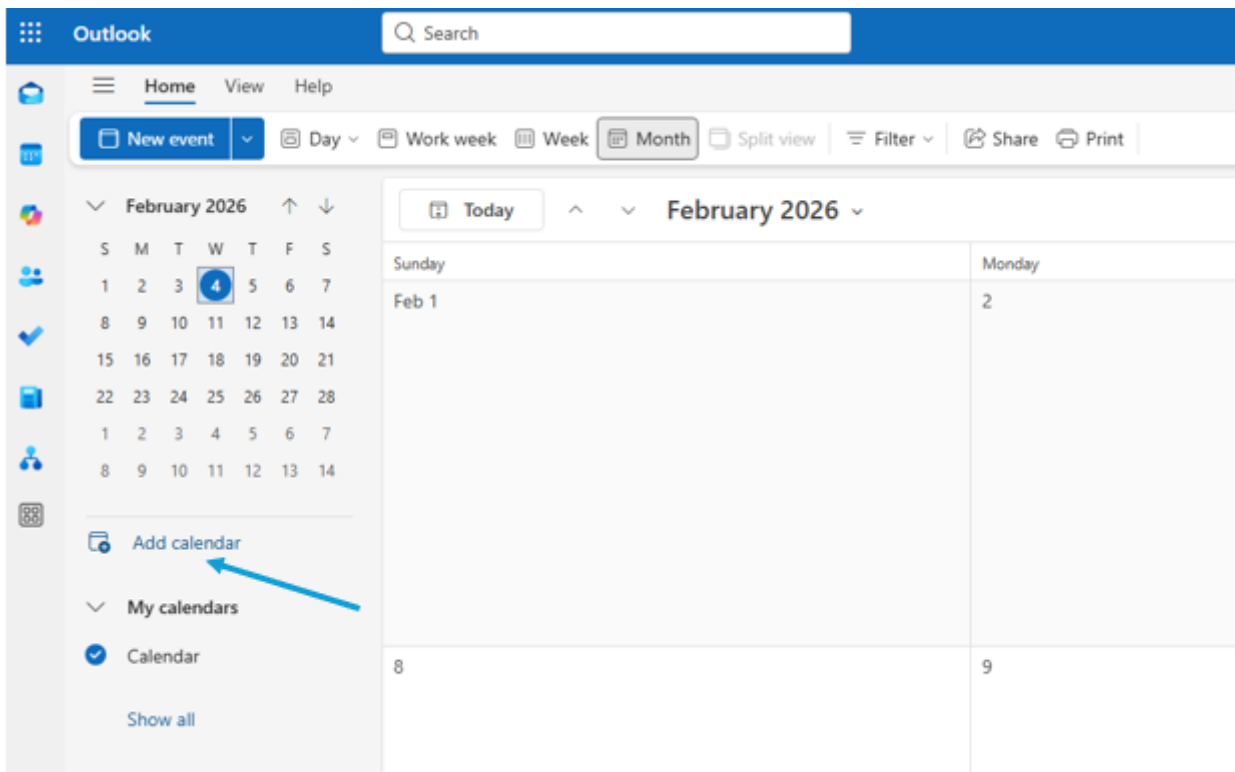
- [Add a Shared Calendar](#)

Add a Shared Calendar

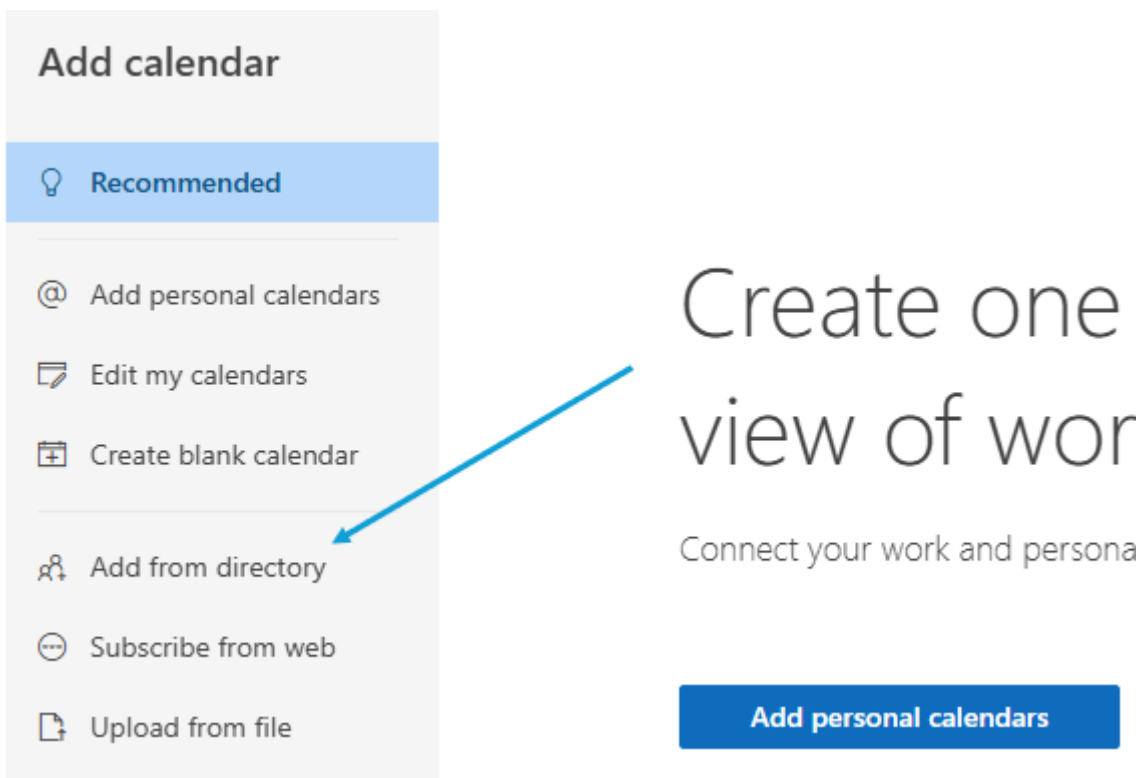
1. When logged into your E-Mail, go to your calendars



2. Click on 'Add calendar'



3. Choose 'Add from directory'




4. Select your E-Mail from the drop down

Add calendar


- Recommended
- Add personal calendars
- Edit my calendars
- Create blank calendar
- Add from directory**
- Subscribe from web

Add from directory

Please select an account to search from:

Select an account 

cloudadmin@!




5. Enter the name of the calendar you are attempting to add

Add calendar


- Recommended
- Add personal calendars
- Edit my calendars
- Create blank calendar
- Add from directory**
- Subscribe from web
- Upload from file

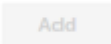
Add from directory


Please select an account to search from:

cloudadmin@ 

Select a person, group, or resource from your organization's directory to view the associated calendar

Enter a name or email address 

Add 



6. Choose where to add this calendar

Add calendar

- Recommended
- Add personal calendars
- Edit my calendars
- Create blank calendar
- Add from directory**
- Subscribe from web
- Upload from file
- Holidays
- Birthdays

Add from directory

Please select an account to search from:

cloudadmin@

Select a person, group, or resource from your organization's directory to view the associated calendar.

Search input field with 'X' button

Add to

- People's calendars
- My calendars**
- Other calendars
- People's calendars

7. Click 'Add'

Add to

My calendars

Add

8. The calendar will now populate on your list of calendars

Add calendar

My calendars

- Calendar
- Calendar

Show all