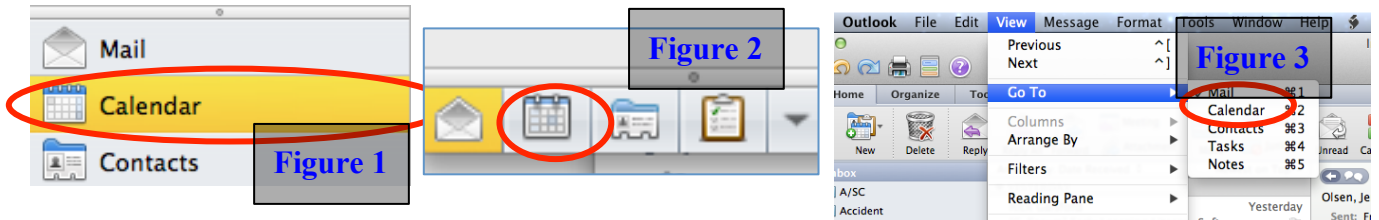




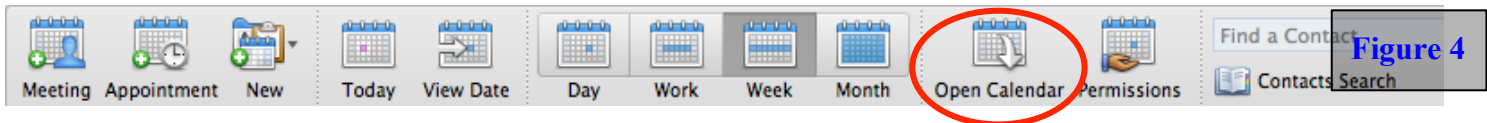
How to Add a Shared Calendar to Microsoft Outlook

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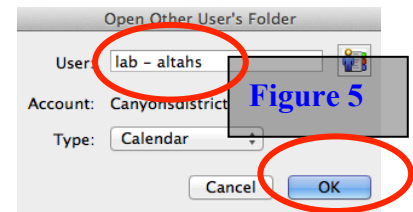
1. Open Microsoft Outlook, and click the calendar icon located in the lower left corner of your computer screen. (Figure 1) It may be minimized and look like a calendar without the calendar label. (Figure 2) Alternatively, you can also click on View>Go To>Calendar. (Figure 3)



2. Look at the top of your screen in the ribbon area – the area with the shortcuts icons.
MAC - Click the “Open Calendar” (Figure 4)
PC - Click the pull down next to “Open Calendar” then click “Open Shared Calendar”



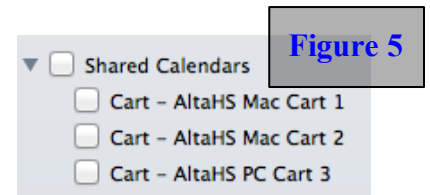
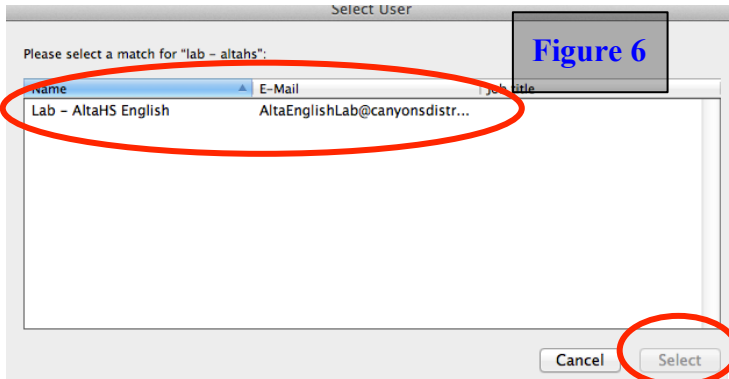
3. Under “User” (Mac) or Next to “Name” (PC) enter Lab – AltaHS”, “Cart – AltaHS” or “Room – AltaHS” to add the different calendars available. Click the “OK.” button (Figure 5) A number of labs will appear in the list. Each lab that you would like to reserve needs to be added into outlook individually. Note: Labs have been placed in various department offices for convenience, however, all labs are open for all to check out. Chromebook Carts have 42 computers, except for #7, which has 20. Labs that can be checked out include:



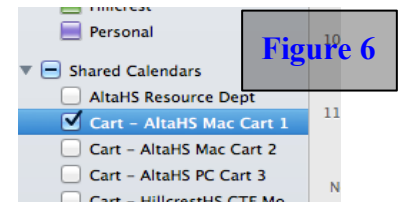
- Lab - AltaHS 1304
- Lab - AltaHS 2304
- Lab - AltaHS Career Center
- Lab - AltaHS LMC Loft (computers by checkout desk)
- Lab - AltaHS Media Center
- Cart - AltaHS Chromebook 2 2316
- Cart - AltaHS Chromebook 3 2107
- Cart - AltaHS Chromebook 4 1140
- Cart - AltaHS Chromebook 5 1214
- Cart - AltaHS Chromebook 6 LMC
- Cart - AltaHS Chromebook 7 2316 (only 20)
- Cart - AltaHS Mac Cart 8
- Cart - AltaHS PC Cart 9
- Room - AltaHS Media Center (Table area in Library)



4. Choose the calendar you want to add by clicking on it once it will highlight and then click “Select.” (Figure 6)



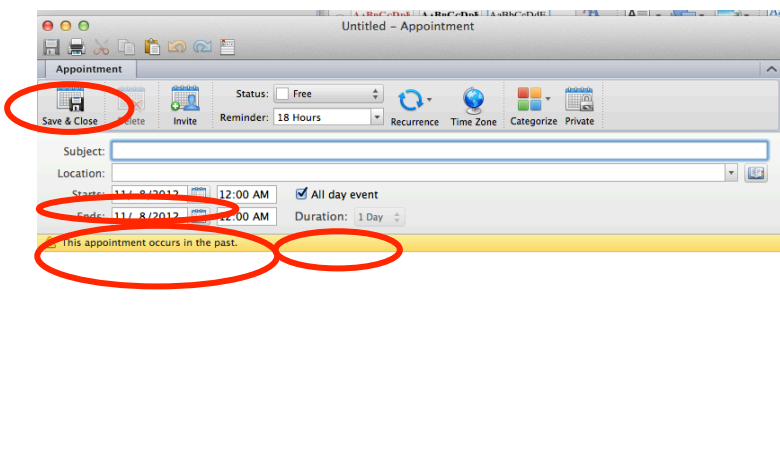
5. On the left of your screen (light grey area) you will see your calendars and your shared calendars. Under Shared Calendars you will see your AltaHS Lab/Cart/Room calendars. (Figure 5)



6. Checkmark the box next to the calendar you wish to reserve. Make sure there are no other checkmarks on either your personal calendars or the other shared calendars. Also click on the name of the calendar to make sure the calendar you need is highlighted. (Figure 6)

7. This will make the specific lab/cart/room calendar show up in the middle of your outlook screen. By looking at the calendar, you can see what has been already reserved and what is available.

**To reserve your time slot double-click on date you want to reserve. Double-clicking opens the calendar scheduling/appointment assistant.



- Under Subject enter you're the period(s) needed and last name. For example “1, 2 Murphy”
 - 1,2,3 Murphy (this is good)
 - Murphy 1,2,3 (Not good because all that shows up at first glance is teacher name.)
- Uncheck “All Day Event”
- Under time enter the start time and the ends time. Enter the exact time that you need the reservation. You must uncheck “All Day Event” first in order to enter start and ends time.
 - If you wish to make an all day reservation, enter the start time as 7:30AM and ends time at 2:30PM. Click Save & Close.