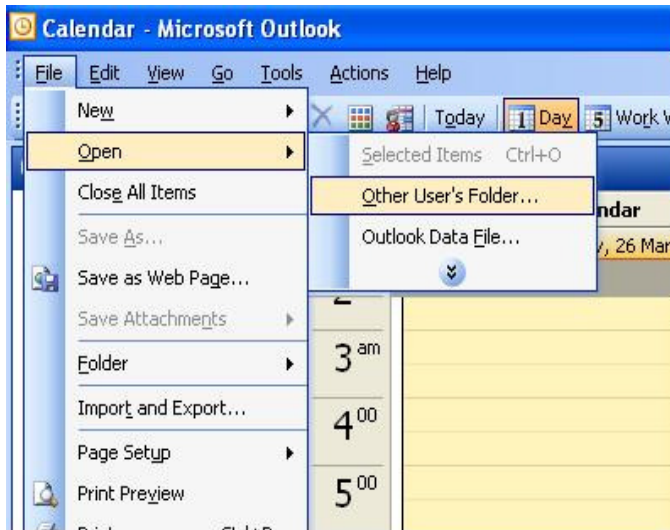
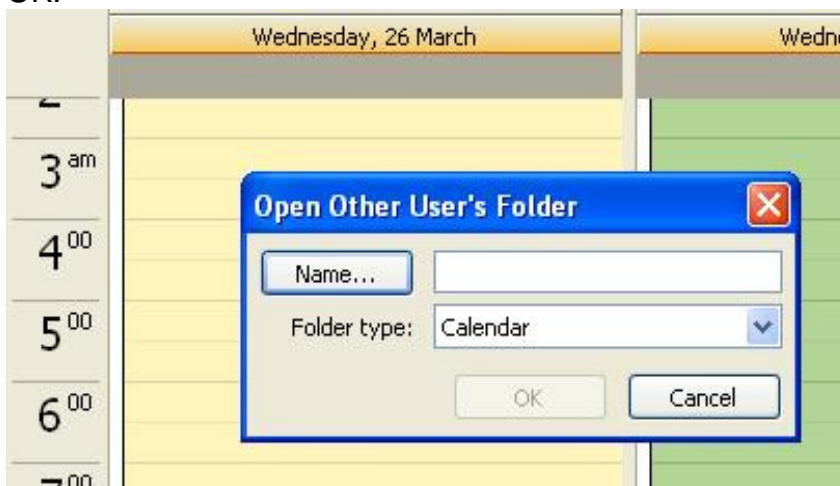


Adding Exchange Group Calendar to Outlook

1. Open Microsoft Outlook
2. Navigate to: File > Open > Other User's Folder..



3. Next, a window should open (shown below). Type in the name of the calendar that you would like to add. If you do not know the name you can search for it by clicking on the 'Name' button. Ensure that the 'Folder Type:' is set to 'Calendar'. Then click OK.



Now you should see the name of the calendar you added on the left side of your page(see picture below). Ensure that the box is ticked.



4. You should now see the two calendars side by side (see picture).



5. This calendar can now be used to view appointments/tasks. Or alternatively if you have the right permissions you may be able to write to the calendar.