

## How do I add a shared calendar to Outlook 2011 for Mac?

Article Number: 266 | Last Updated: Wed, May 27, 2015 at 3:48 PM

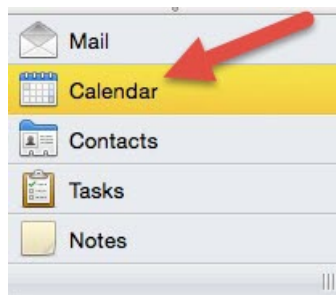
The following are instructions on how to add a department Shared Calendar, or Room Calendar (Resource), to your Outlook profile on a **Mac**.

### Requirements:

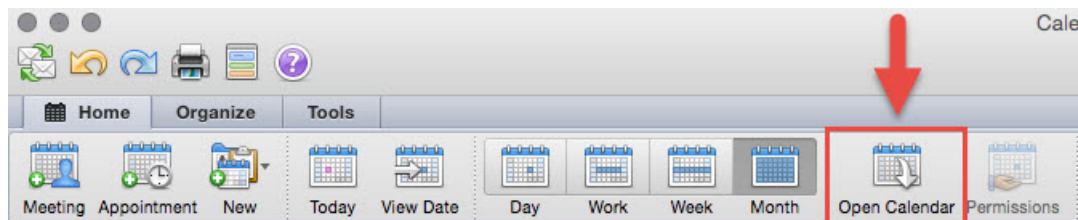
Prior to being able to add a shared/room calendar to your existing Outlook profile, you should already have some kind of viewing rights established (view, editor, etc..). The following instructions are also specific for Outlook on Mac.

### Instructions:

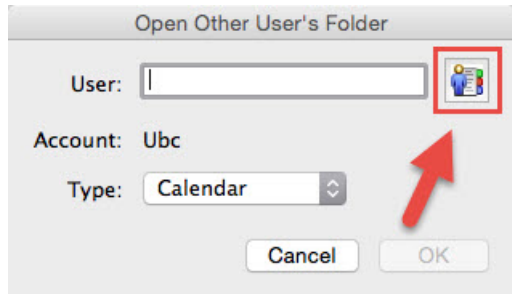
1. Open Outlook and click the **Calendar** button on the navigation pane



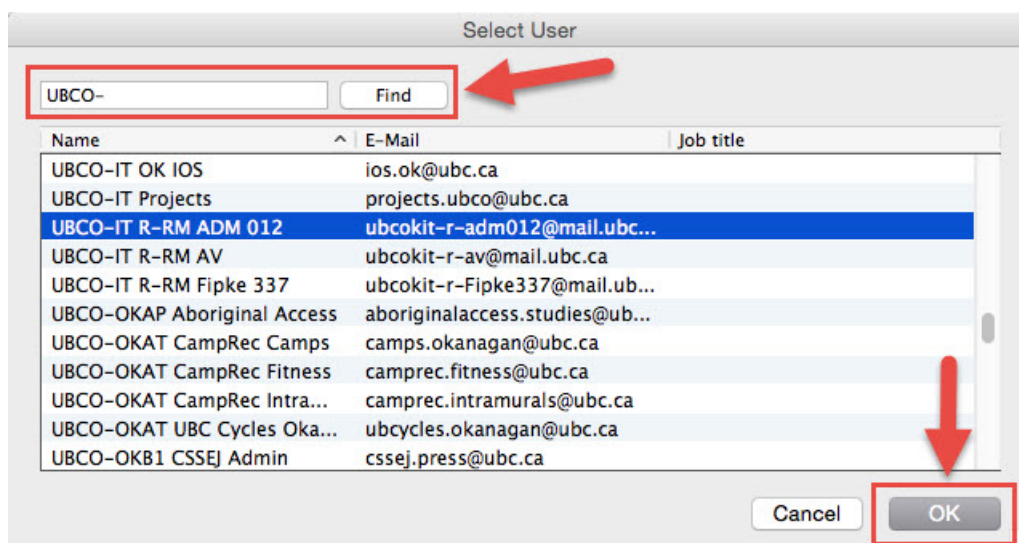
2. In the Home tab click the **Open Calendar** button



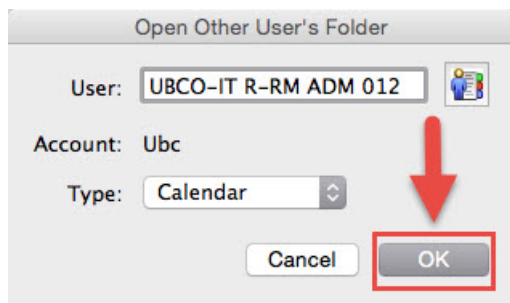
3. Click the icon to the right of the User field



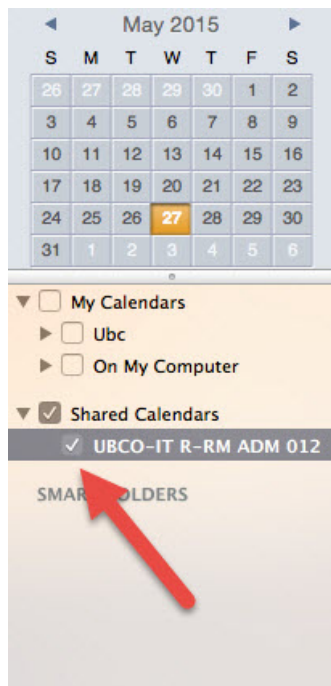
4. Search for and select the name of the resource whose calendar you would like to view from the list. Click **OK**.



5. Click **OK** again.



6. The **Shared Calendar** will now appear on your left, beneath your existing personal calendar. You can now click the name of the calendar and view its content.



For more information or assistance, please contact the [ITServices Helpdesk](#) - 250.807.9000 or 855.807.9001.

Posted by: Clay Pakenham - Wed, May 27, 2015 at 3:44 PM. This article has been viewed 3193 times.

Online URL: <https://knowit.ok.ubc.ca/article/how-do-i-add-a-shared-calendar-to-outlook-2011-for-mac-266.html>