



Outlook on the Web


Adding and Removing Shared Calendars

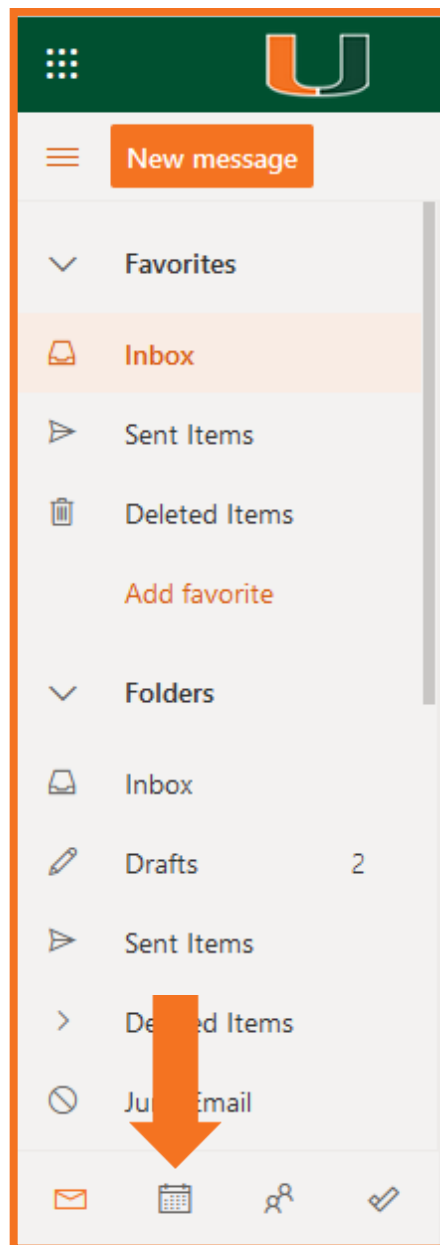
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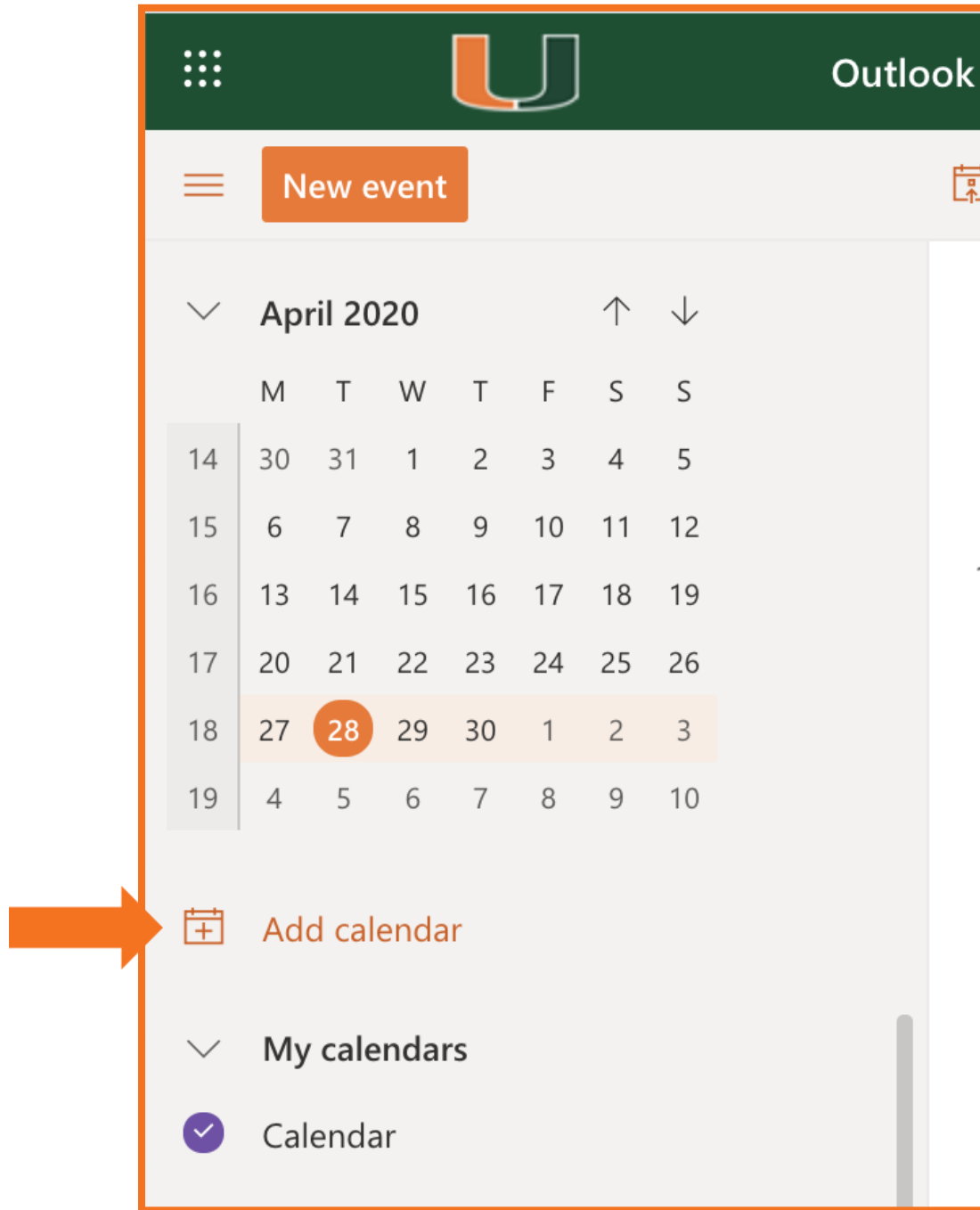
Adding and Removing Calendars

Adding a Calendar

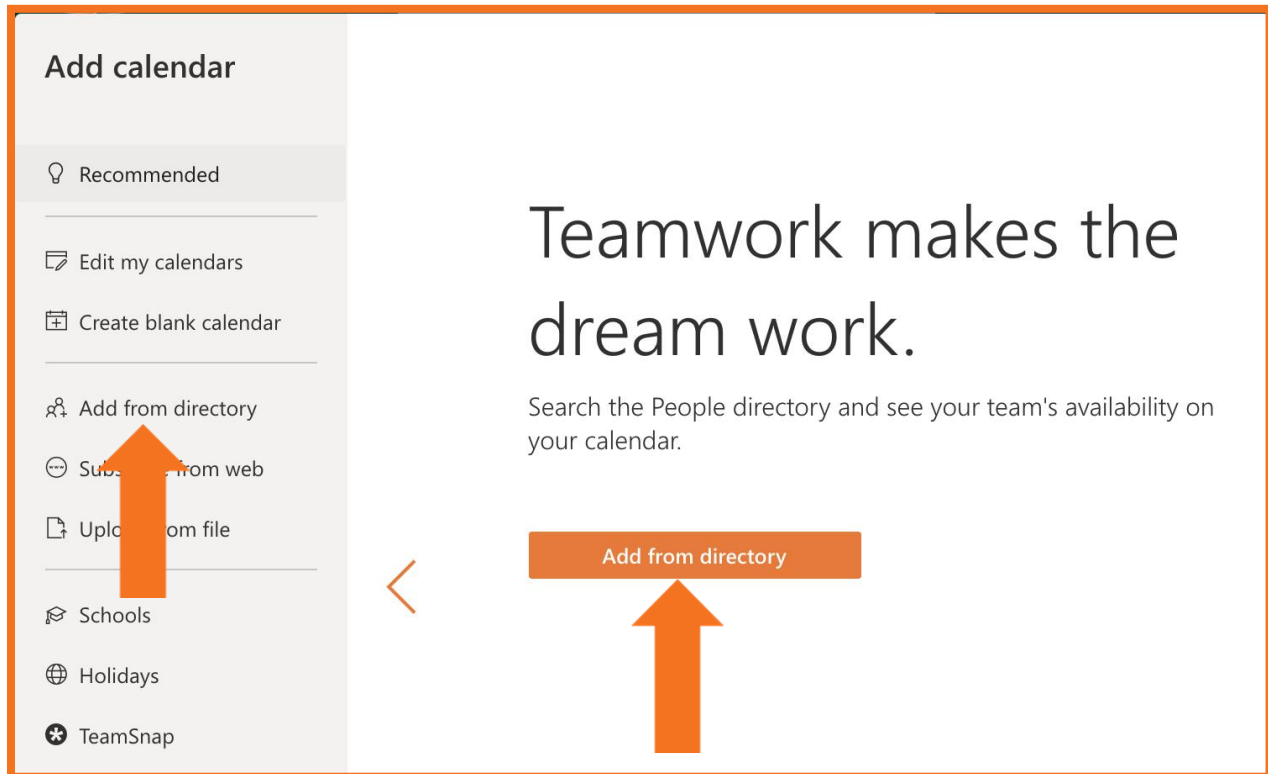
1. In a web browser, go to <http://email.miami.edu> and sign into your University mailbox.
2. At the bottom of the page, select **the calendar icon**  to go to Calendar.



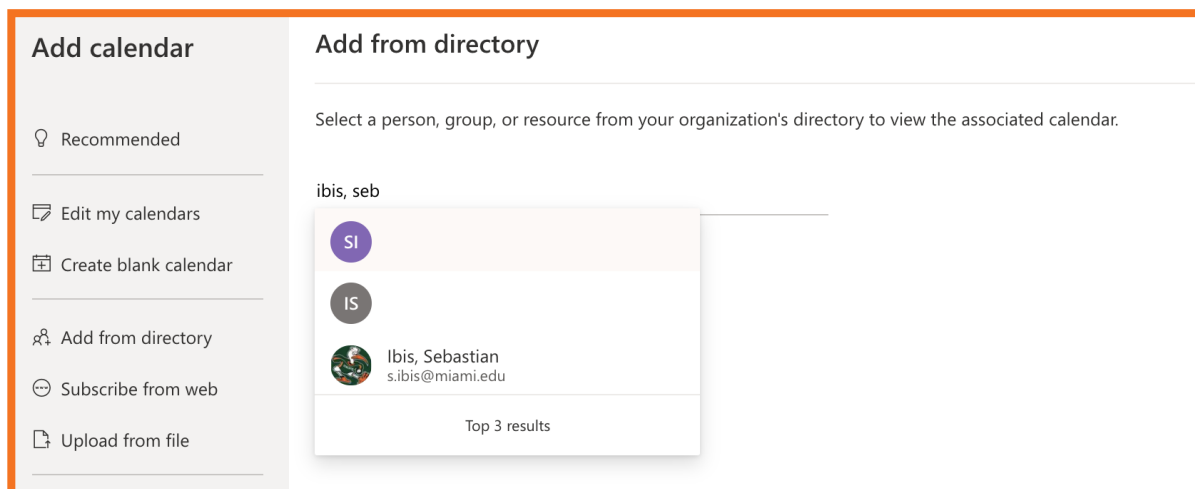
3. In the calendar navigation pane, select **Add calendar**.



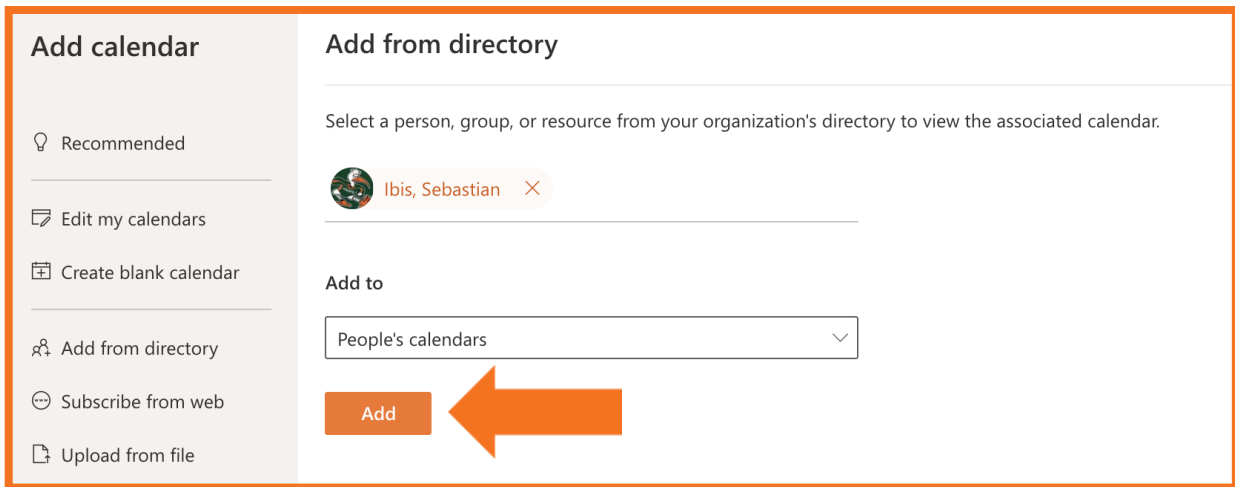
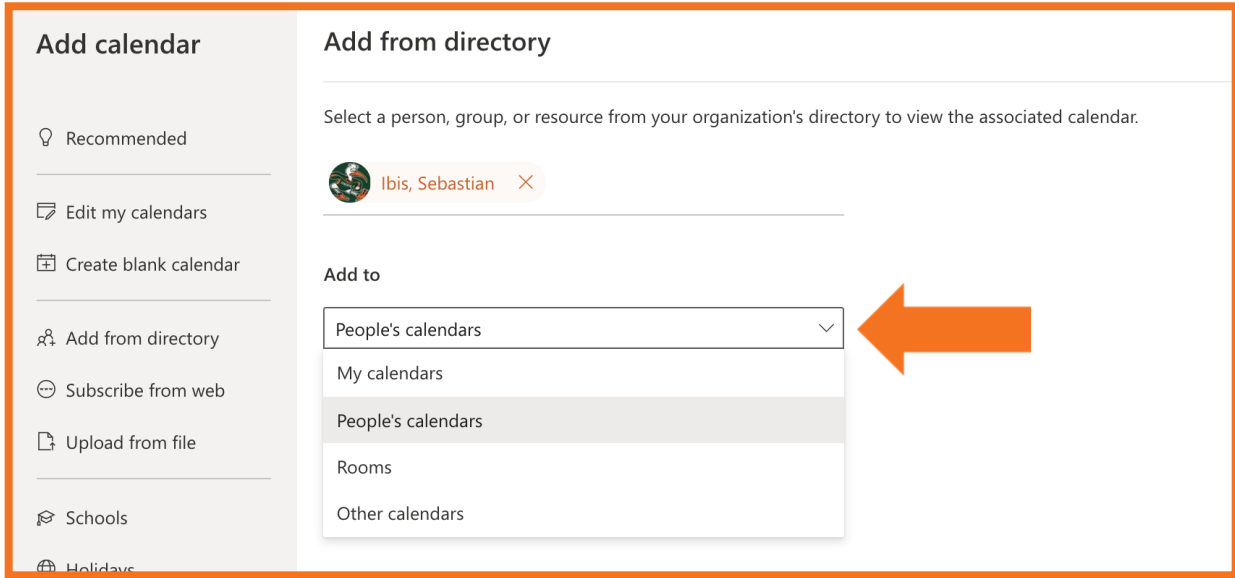
4. In the Add Calendar window that appears, click **Add from directory**.



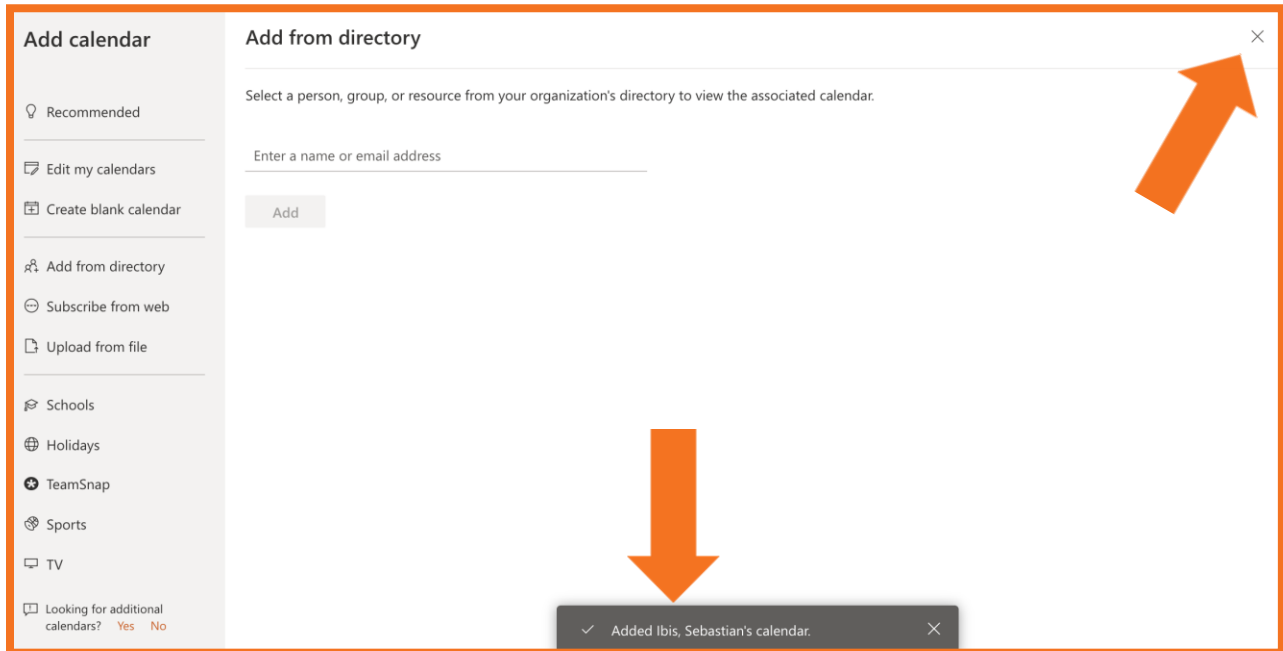
5. Enter the name or email address of the mailbox who's calendar you want to add. Outlook on the web will automatically find matching entries from the University's Global Address List.
6. Select the appropriate contact from the dropdown list that appears.



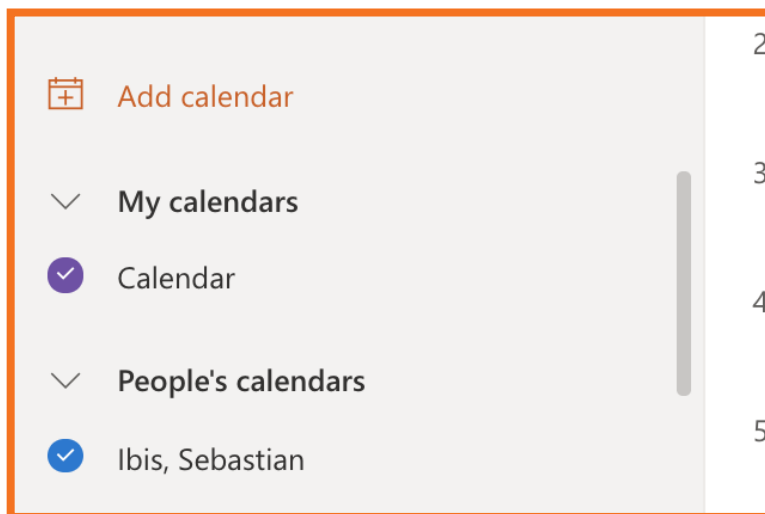
7. By default, the calendar will be added to the People's Calendar section. Click the dropdown to add it to a different section.
8. Click **Add**.




- The calendar will be added. Once completed a message will appear at the bottom of the Add Calendar window indicating the calendar has been added.
- Click the **X** in the upper right corner to close the window.

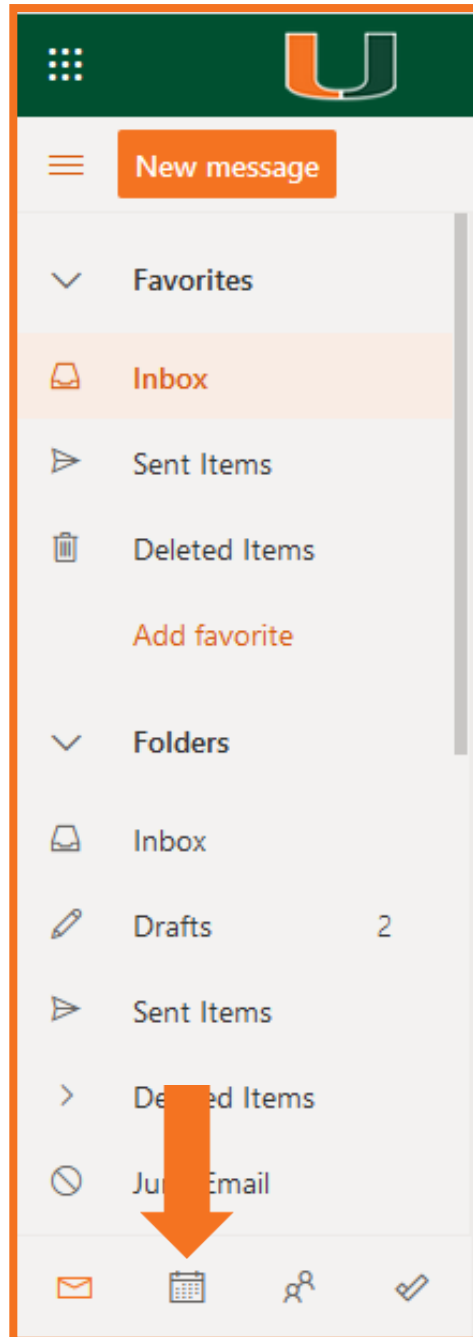


- The calendar will appear in the **People's calendars** section or the other calendar section you selected.

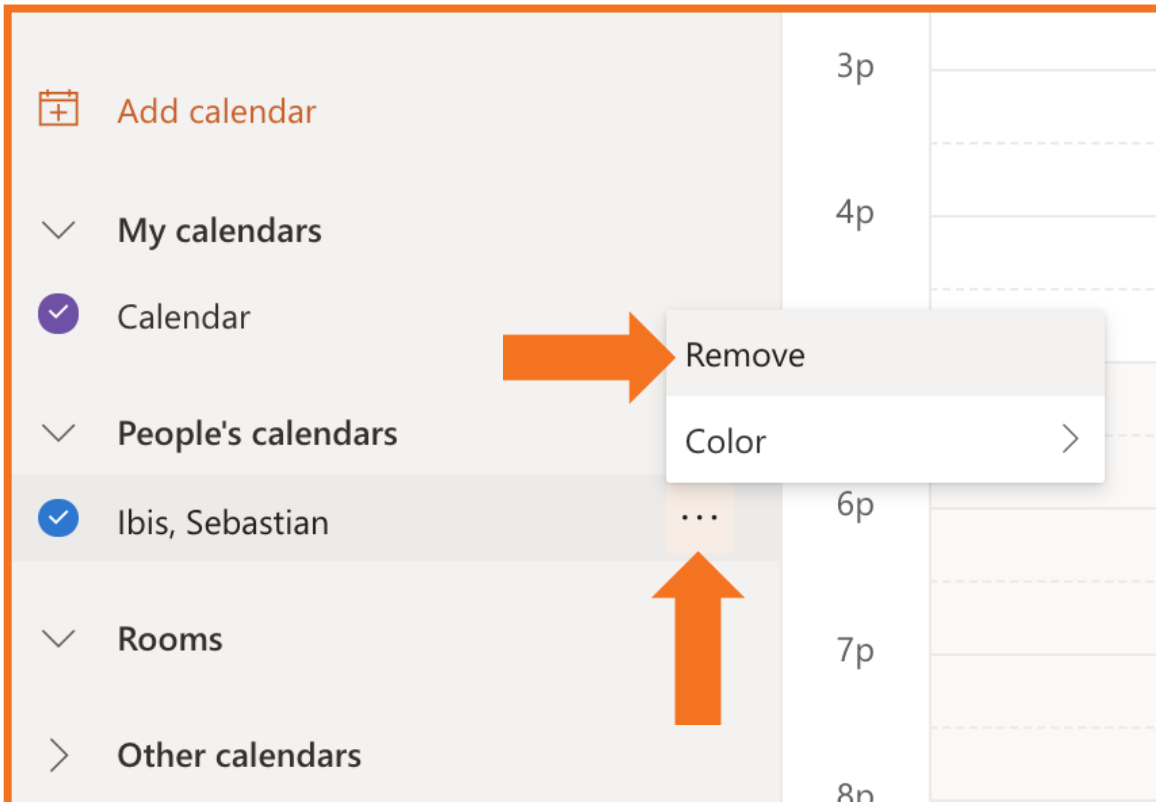


Removing a Calendar

1. In a web browser, go to <http://email.miami.edu> and sign into your University mailbox.
2. At the bottom of the page, select **the calendar icon**  to go to Calendar.



3. In the calendar navigation pane, right click on the calendar you wish to remove or click the 3 dots to the right of it and click **Remove**.



4. In the Delete calendar window that appears, click **Delete**.
5. The calendar will then remove itself from the calendar pane.

