Add shared calendar to Outlook

Pre-Settings

- To open a shared calendar you must first be given the appropriate access by the owner of this calendar.
- In addition to that, you have to set up your Outlook for your personal account (please check “Settings for Outlook”)

Adding a shared calendar

Click Calendar near the bottom left corner of the Outlook window.

In the Outlook calendar view, click Open Calendar, then Open Shared Calendar.

Type the name of the to be added calendar using the format of the University’s email address i.e. berta.muster@uni-bielefeld.de

Click OK when you are finished

The shared calendar you have added now appears under Shared Calendars in the Outlook task pane.