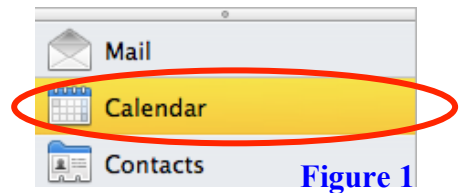




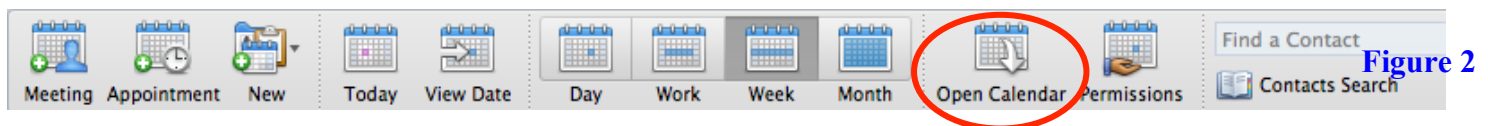
## How to Add a Shared Calendar to Microsoft Outlook

Canyons School District  
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Help Desk: 801-826-5544

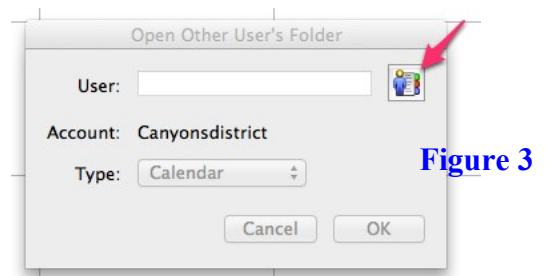
1. With Microsoft Outlook open, click the calendar icon located in the lower left corner. Figure 1



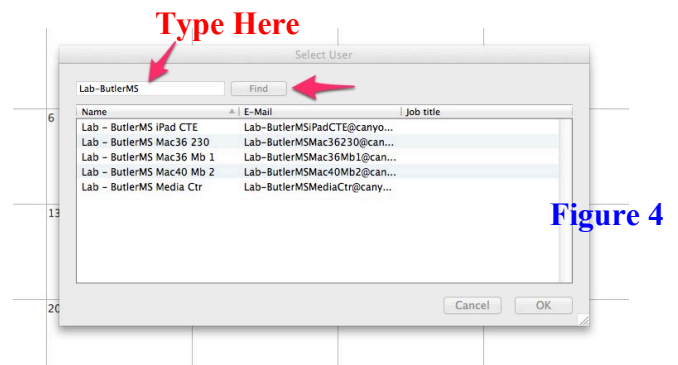
2. Click the “Open Calendar” (Mac) or “Open Shared Calendar” (PC) located at the top of your screen. Figure 2



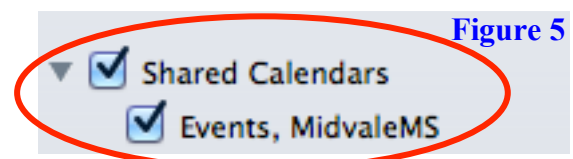
3. Click the address book icon, next the search bar. Figure 3



4. In the search bar type “Lab-Butler”. Find the lab you would like to see and click “OK.” Figure 4



5. On the left of your screen under Shared Calendars you will see the ButlerMS lab calendar you selected. You may have to restart Outlook for it to appear. Figure 5



6. Checkmark the calendar to show events!



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\*Repeat Steps 2-6 for the following ButlerMS calendars:

- Lab-ButlerMS Media Ctr
- Lab-ButlerMS Mac36 230
- Lab-ButlerMS Mac36 Mb 1
- Lab-ButlerMS Mac Mb 2