Outlook Web Calendar:

- Add calendar
  - My calendars
    - Calendar
  - Add from directory
    - Recommended
    - Edit my calendars
    - Create blank calendar
    - Subscribe from web
    - Upload from file
Add from directory

Select a person, group, or resource from your organization.

Start typing calendar name for system to find in directory.

Click the calendar name in the search results.
You will see it with an account badge.

Add from directory

Select a person, group, or resource from your organization.

Add to

People’s calendars

Add
With access to multiple calendars, you can *check* or *uncheck* the calendars you wish to view/overlay.
When adding to a calendar, you can select from **checked** calendars with the drop down list. Your default calendar is typically called “Calendar”. **Unchecked** calendars do not appear in the drop down list.