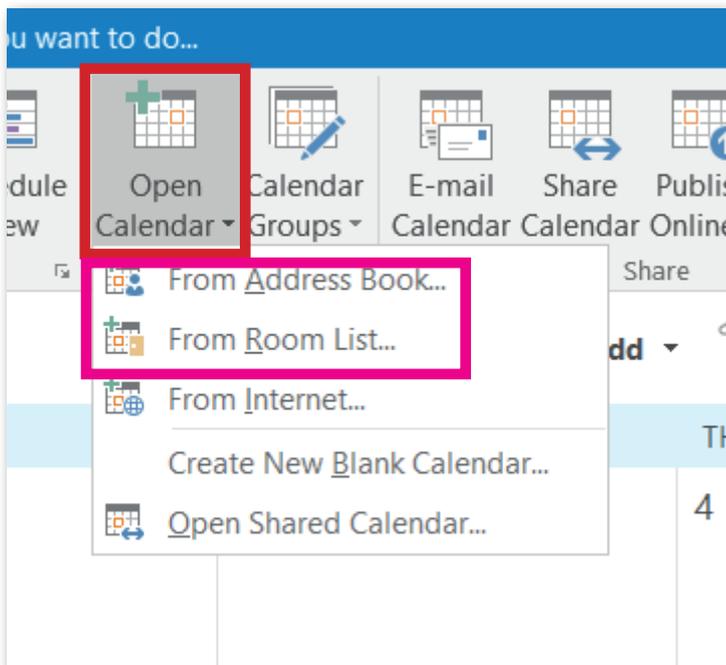# Outlook Guide:
How to Add Calendars

This guidance is intended for the Outlook desktop app rather than Outlook webmail.
It provides guidance on how to open other calendars, e.g. shared calendars, room booking calendars or colleagues' calendars, alongside your own Outlook calendar.

1 Open Outlook desktop app and open your calendar (by clicking on the calendar icon in the bottom left of the window).
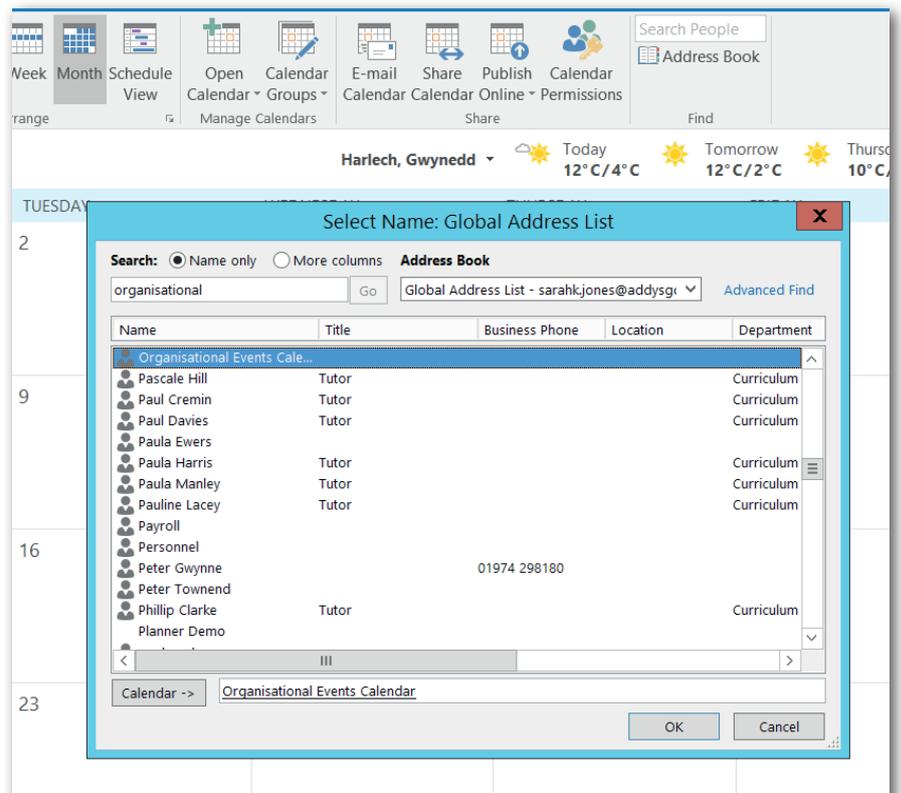
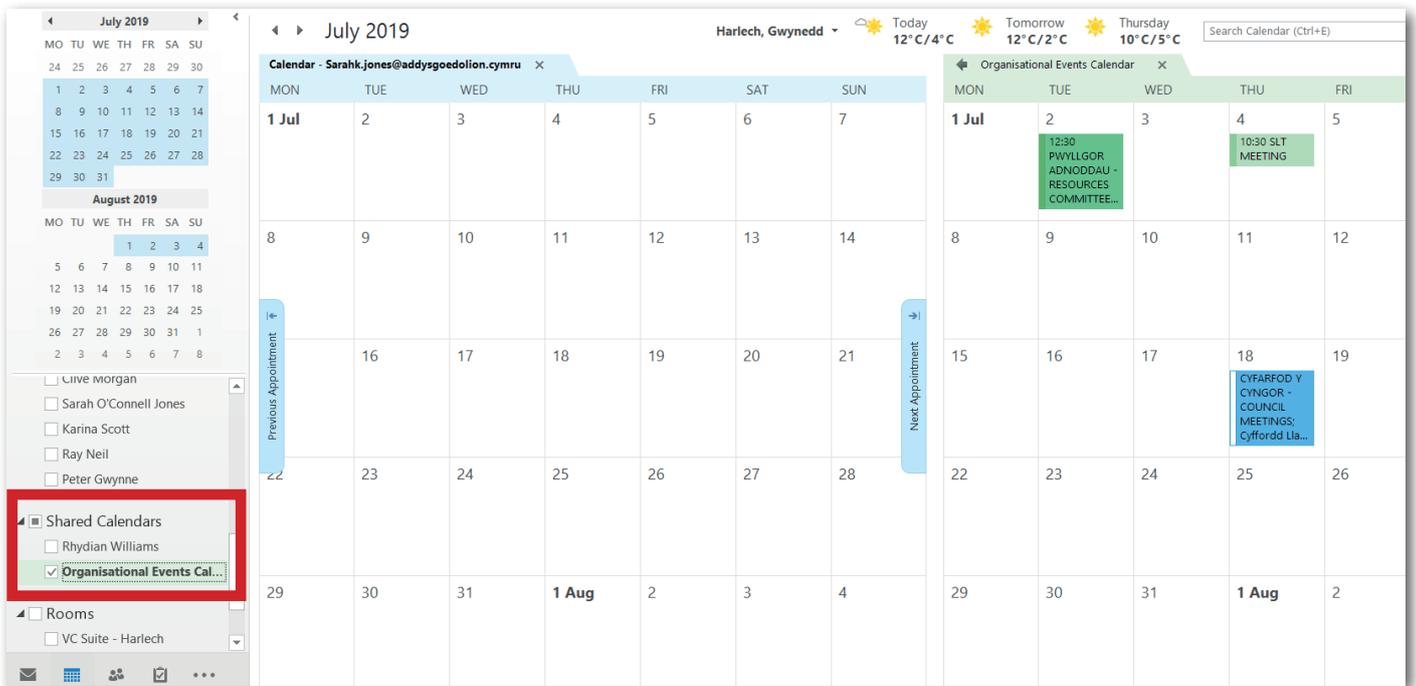**2** On the top menu bar, click 'Open Calendar'.

3 Select whether you want to open a room calendar ('From Room List') or a shared/ colleague's calendar ('From Address Book').

4 Search for the name of the shared calendar or colleague's/ room calendar you wish to view, by typing the name in the search box or by scrolling through the list.

5 Double click the name in the list.

6 Click OK.

The calendar will then appear next to your calendar with a different colour heading, as illustrated above.
The name of the calendar will also appear in the calendar list on the left.

To hide or show the calendar, tick or untick the checkbox next to the calendar's name.
To delete the calendar from your calendar list, right click the calendar name and select 'delete calendar'.