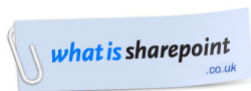


How to View Your Sharepoint Calendar in Outlook



This is one of the simplest, coolest and most useful things that you can do in Sharepoint. Adding a Sharepoint calendar to outlook has several advantages:

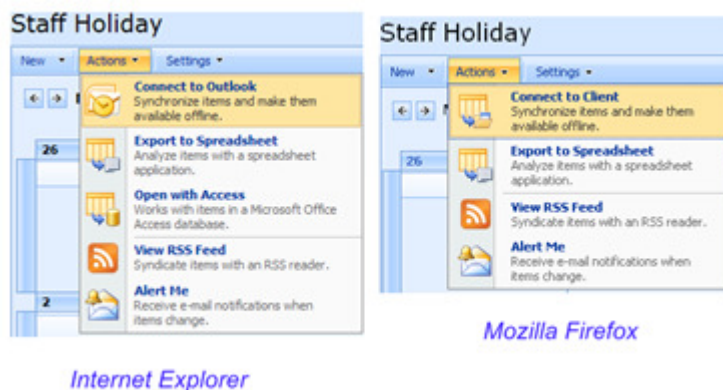
- 1) This feature enables you to add and remove events using both the Sharepoint web interface and Outlook itself.
- 2) You can add several Sharepoint calendars and keep up with your colleagues movements and meetings.
- 3) Multiple Sharepoint calendars can all be viewed “on top” of each other by using Outlook’s “overlay” mode

Step 1:

Click on the **Actions** tab on the top left hand side of **Sharepoint’s** main tabs bar.

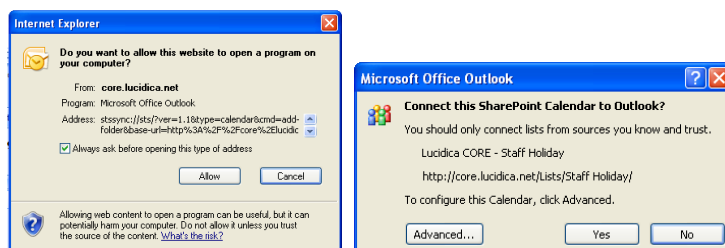
Step 2:

Select the “Connect to Outlook” or “Connect to Client” option (this will change depending on what browser you are using).



Step 3:

Grant permission for Outlook to connect to the shared calendar.



Step 4:

Outlook may ask for your password at this point (as it is connecting to the Sharepoint server).

After entering this password, the Sharepoint calendar will open alongside your regular calendar in Outlook.

