# Add School 2024 Calendar to Outlook

1. Click on the calendar icon on the top left pane



2. Scroll down and right click on Shared Calendar



#### 3. Select + Add Calendar



#### 4. Click on Open Shared Calendar



### 5. Type in School 2024 and select OK

Open a Shared Calendar		$\times$
<u>N</u> ame	School 2024	
	ОК	Cancel

## 6. You will see the School 2024 calendar added to your Shared Calendars

Shared Calendars
School 2022 Calendar
School 2023 Calendar
School 2024 Calendar