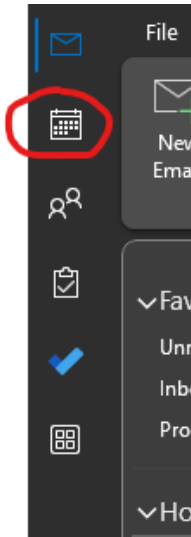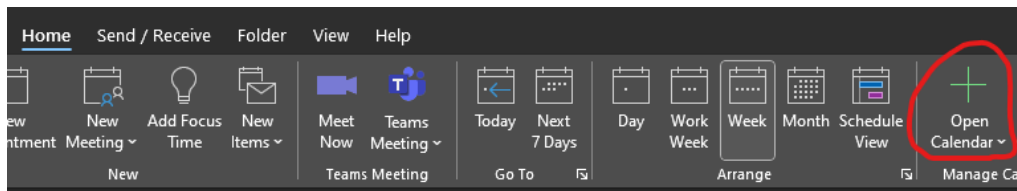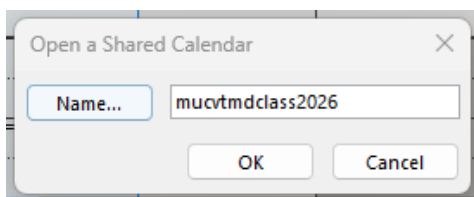1. Open Outlook.
2. Click the Calendar icon.

3. On the Home tab, in the Manage Calendars group, click Add Calendar, and then click Open Shared Calendar.

4. In the Open Shared Calendar dialog box, do one of the following:

   o If you know the name of the person whose calendar you want to add, type their name in the Name box. (For example: mucvtmdclass2026)

   o If you don't know the name of the person, click Search and type a keyword that you think might be associated with the calendar you want to add.

5. When you see the calendar that you want to add, select it, and then click OK.

The shared calendar will be added to your Outlook calendar. You can view it by clicking the Shared Calendars folder in the left pane of the Outlook window.