1. Open Outlook; this example uses Office 2016.
2. Make sure your SpartanMail account is listed and working correctly
   a. If not, get this fixed before adding a shared calendar
3. Go to your calendar view and click on “Open Calendar”

4. Now click on “Shared Calendar”: 
5. Enter the name of the shared calendar, and click on “OK”: 
6. The calendar is now listed under “Shared Calendars”. If you select it, the calendar will appear in your view.
7. If you have questions, email helpdesk@pa.msu.edu