Add a Calendar in OWA

This document is quick start for Administrative Assistant's to view their manager's calendar that has been set up for read/write access

- 1. In OWA, click on **Calendar** in the lower left of the screen.
- 2. Next, click on the **Share** menu at the top and select **Add a Calendar...**

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- 3. Next, click on Name... and search for the manager's name.

Add a Calendar in OWA Last Updated on 7/

bottom next to **Select**→ Now click on the **OK** button.

d. Returning to the Add a Calendar window, you should see the manager's name. Click on the **OK** button.



4. The manager's calendar should appear along side your own. You need to click on each calendar in the window to high light the person's name in **bold** for that calendar to be the active calendar for creating meetings and so on.

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a. NOTE: The check boxes on the left – if not selected, calendar will not appear.