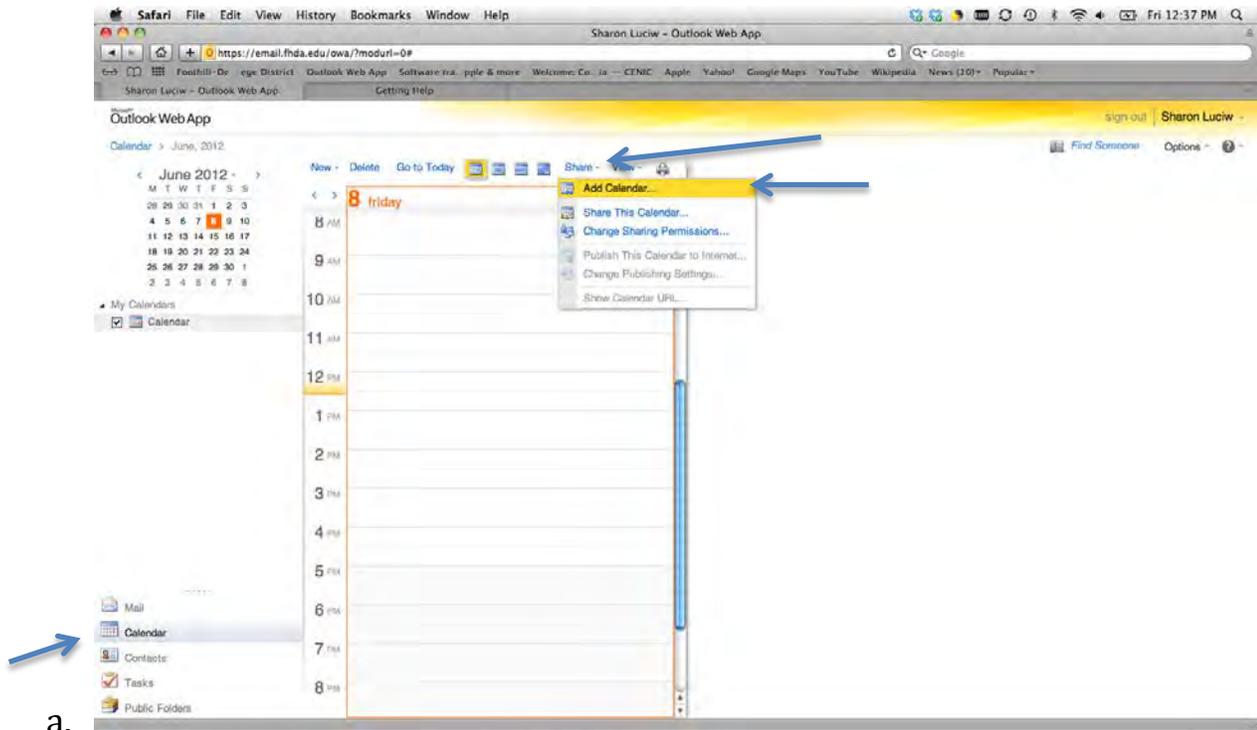


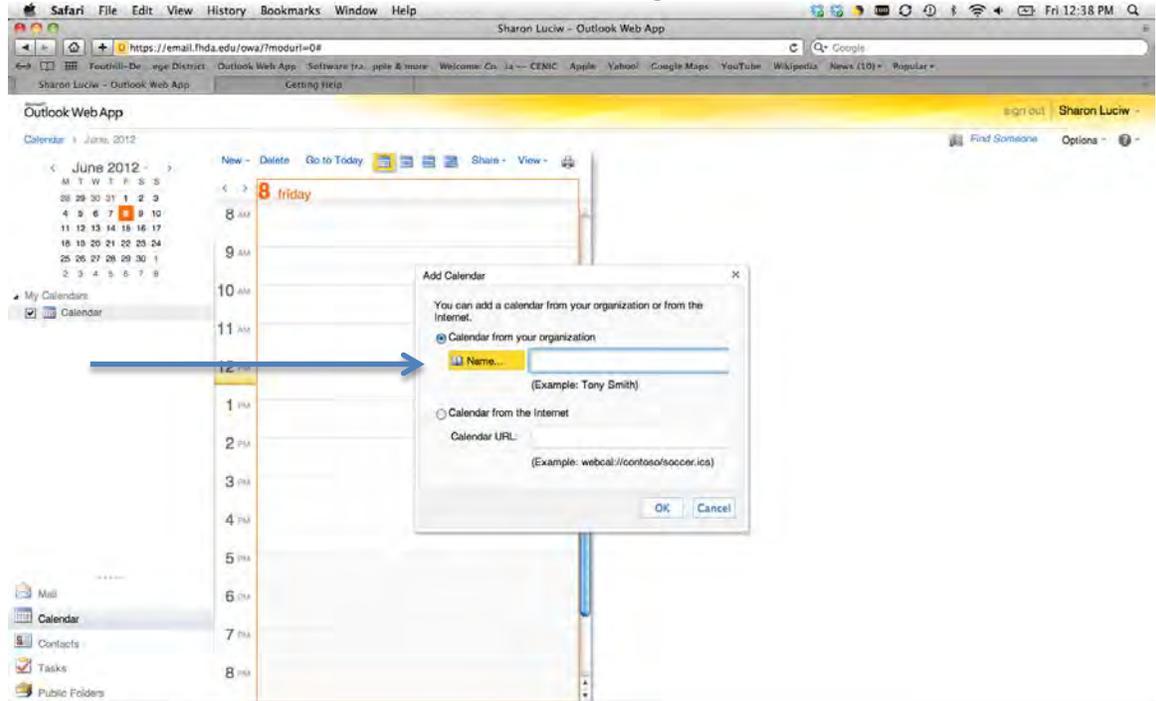
Add a Calendar in OWA

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

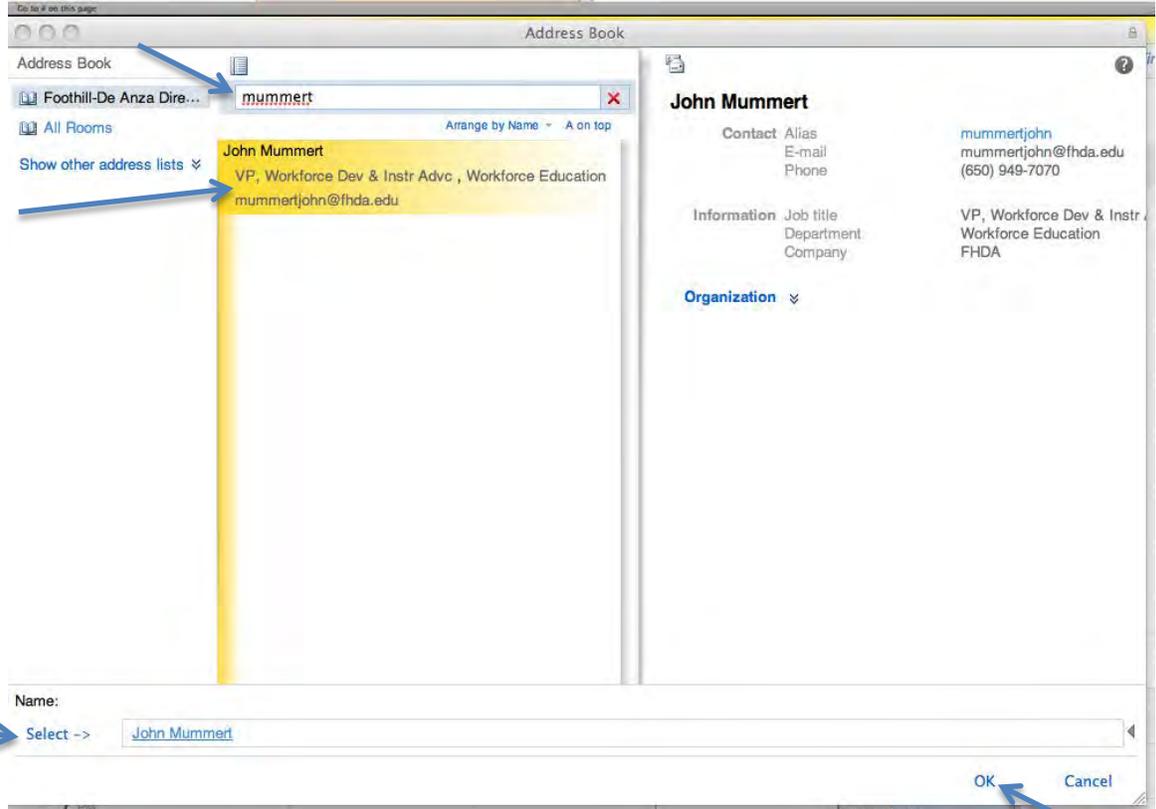
1. In OWA, click on **Calendar** in the lower left of the screen.
2. Next, click on the **Share** menu at the top and select **Add a Calendar...**



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



a.



b.

c. Double click on the manager's name after a successful search and the name should be placed in the box at the 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.

Add Calendar [X]

You can add a calendar from your organization or from the Internet.

Calendar from your organization

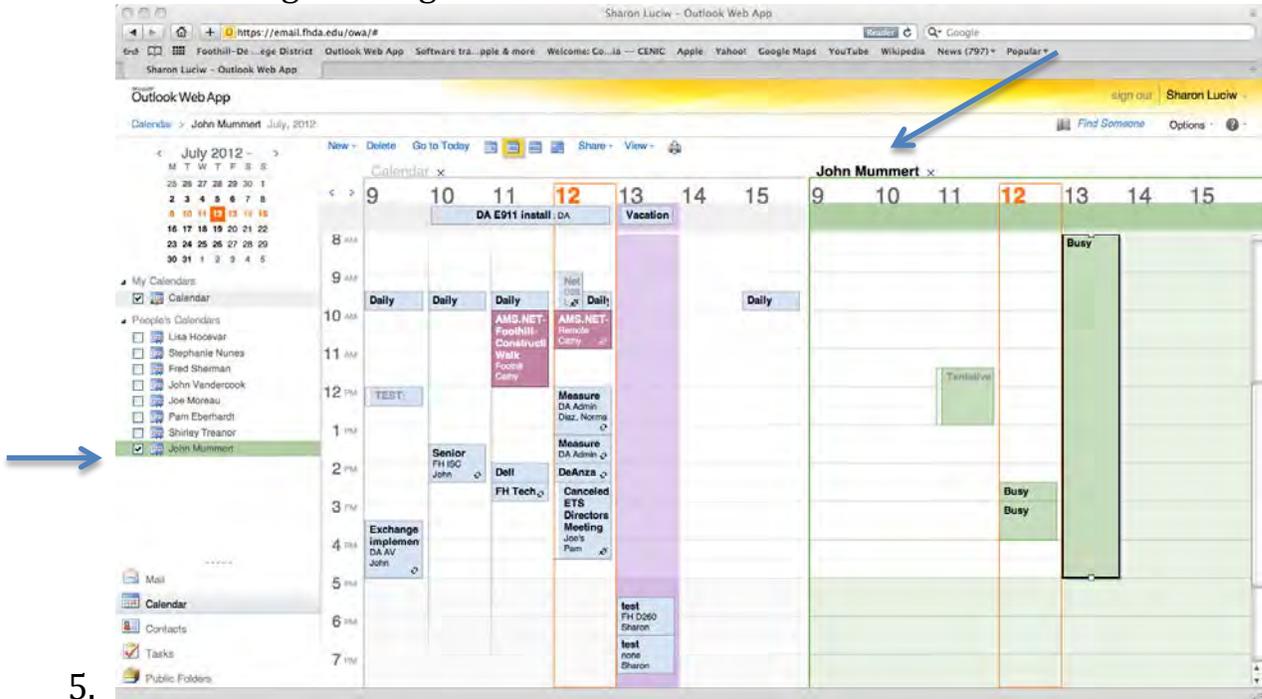
 Name... →
(Example: Tony Smith)

Calendar from the Internet

Calendar URL:
(Example: webcal://contoso/soccer.ics)

e.

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.



5.

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