Outlook Account – Adding Shared Calendars

To **add** a **shared calendar** in Outlook, follow these steps:

Note: To be able to view a user's calendar you must first add them to Shared calendars and they must grant you rights with options to view events, modify events, free/busy lookups, or request meetings.

1) Open Outlook and on the toolbar click **Tools** to display the drop-down menu.

2) From the drop-down menu, choose **options** to display the options page.

3) When the options page is displayed, click on the **SynQ tab** to display the SynQ options.

4) From the SynQ options page, click **Add Shared User** to display the **User Settings SynQ page**. From this page you can **add a user**, add in the following information:

    - Under **Shared User Settings**:
        - **Username**: Add the username of the calendar you wish to view.
        - Click **Verify**.

    - Under Items to **Synchronize**, choose which shared items to keep synchronized:
        - **Calendar**: You have the options to include all events, future events only, 1 month of past events, 3 months of past events, or 1 year of past events.
        - **Calendar Attachments**
        - **Tasks**

    - Under **Synchronization Direction**, choose in which direction(s) shared synchronization items will be transferred. These items will be placed in the "SynQ Shared…" folders in "Personal Folders". **Note**: The default is having both checked.
        - **Outlook to Server**
        - **Server to Outlook**

    - Click **OK** when completed. When the SynQ options page will display choose **Apply** followed by **OK**.

5) Click on the **SynQ (yellow dual directional arrow)** icon on the standard toolbar to begin syncing.