

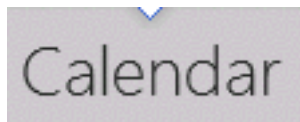
Accessing NTCC Shared Calendar

After completing the steps in this guide, you will have access to the shared calendar in both Microsoft Outlook and the Outlook Web App

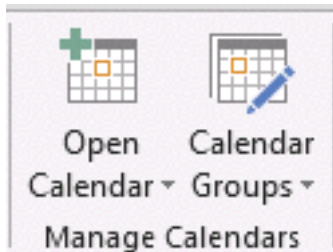
1.) Open Microsoft Outlook



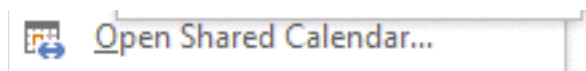
2.) Select the Calendar tab



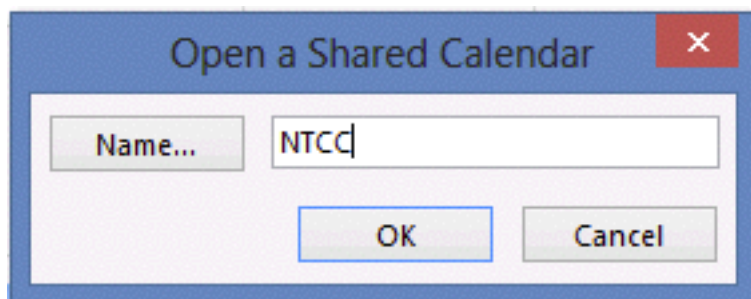
3.) In the top Ribbon, find the “Open Calendar” drop down menu and click it



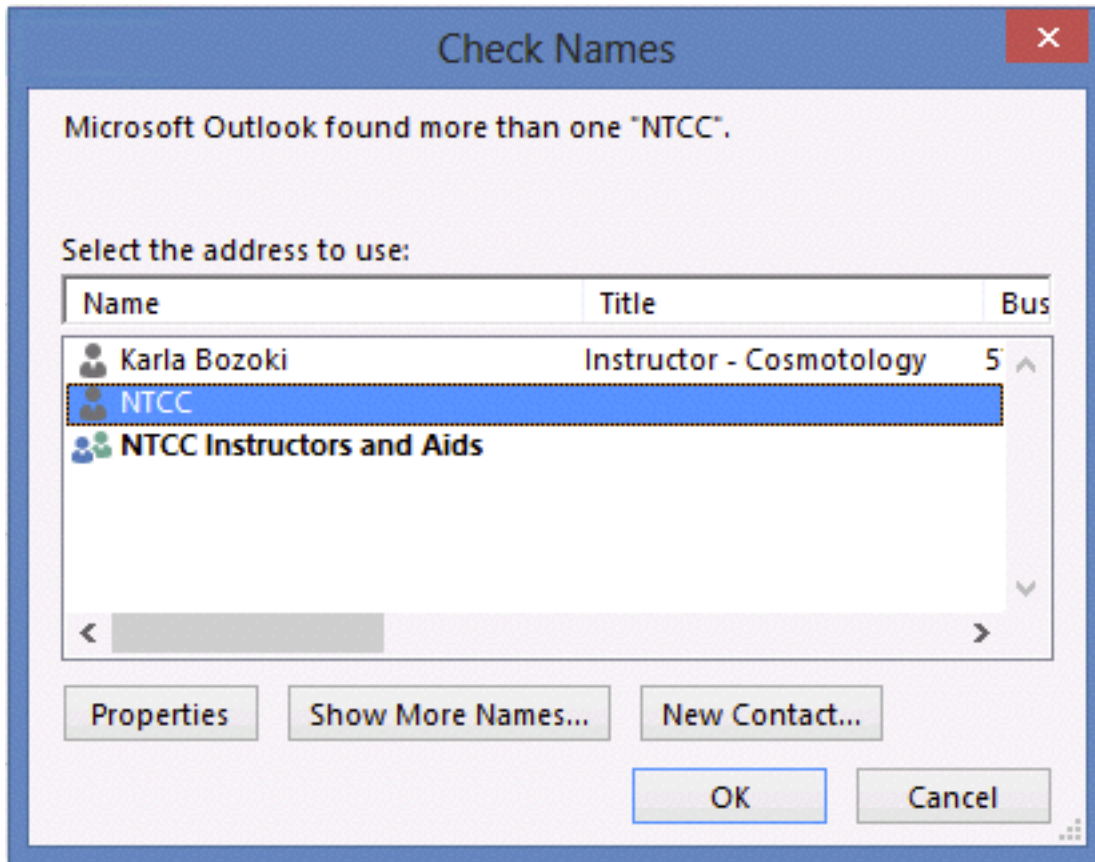
4.) Click “Open Shared Calendar...” at the bottom



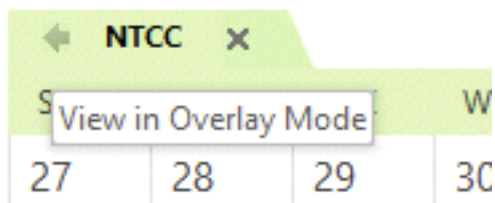
5.) Type “NTCC” into the text field and click “OK”



6.) When the “Check Names” windows comes up, select the “NTCC” account and click “OK”



7.) The calendar will open along side of your calendar. If you want them overlaid, click the arrow to the left of “NTCC” to “View in Overlay Mode”



8.) You can show and hide your calendar and/or the NTCC calendar by checking/unchecking the boxes next to the calendar names.

