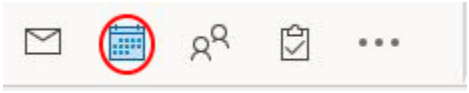
Adding the Staff Calendar

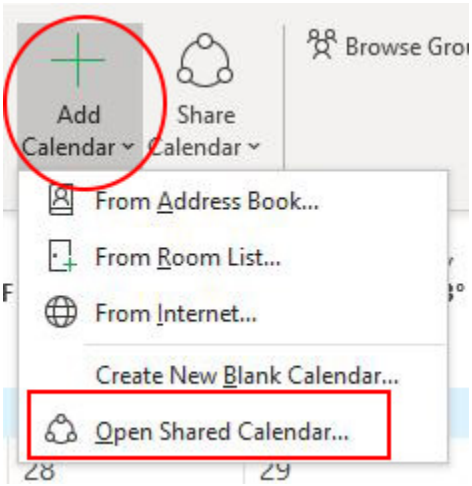
- Desktop Application
- Web App

Desktop Application

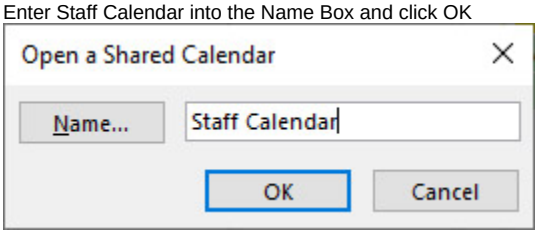
In the bottom left hand corner click the Calendar icon



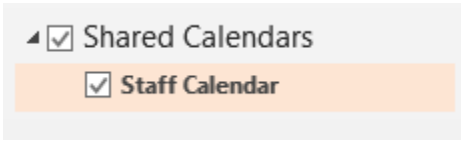
From the Ribbon menu under the Home tab, at the top of the screen click Add Calendar, then Open Shared Calendar



Enter Staff Calendar into the Name Box and click OK



You should now see Staff Calendar under your Shared Calendars on the left-hand side.

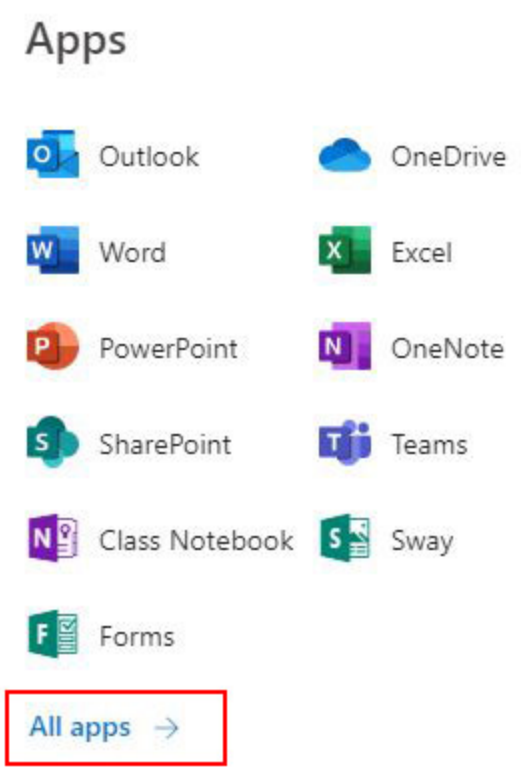


Web App

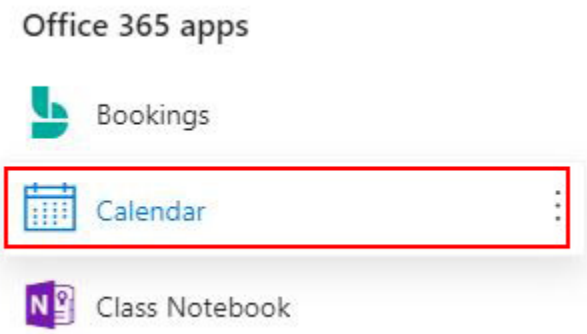
On the Office 365 portal click on the waffle icon on the top left and corner



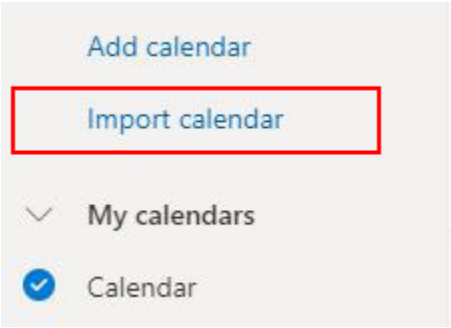
Click All Apps



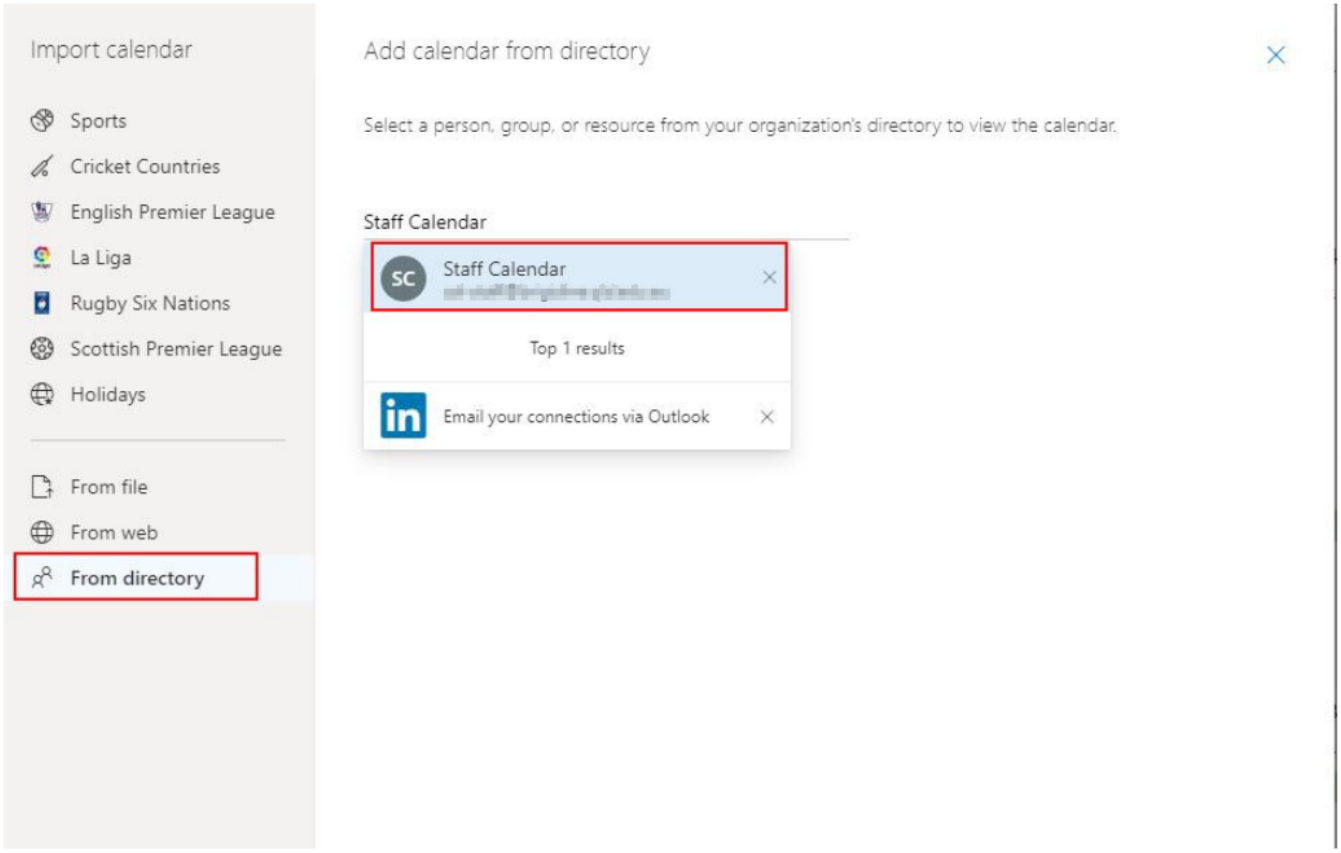
Select Calendar

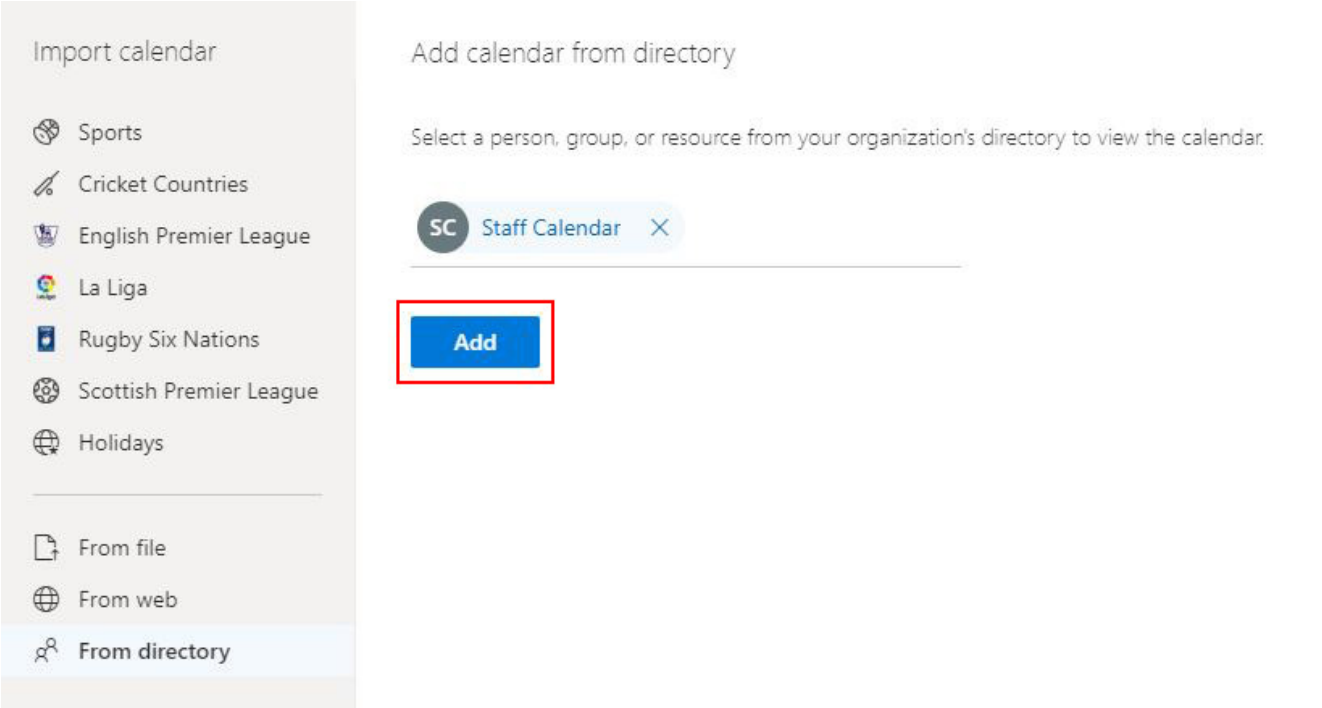


Click on Import Calendar

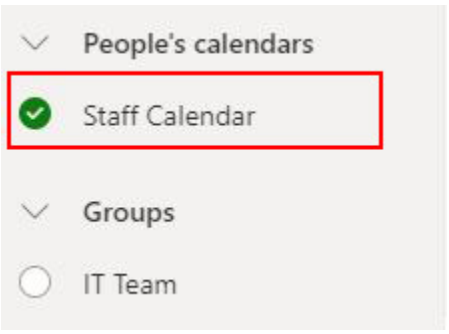


Select From Directory and under Add calendar from directory type in Staff Calendar it should resolve to an email below. Select this and click on Add.





You should now see the calendar appear for you on the left-hand side.


People's calendars
Staff Calendar
Groups
IT Team