

# Adding the Staff Calendar

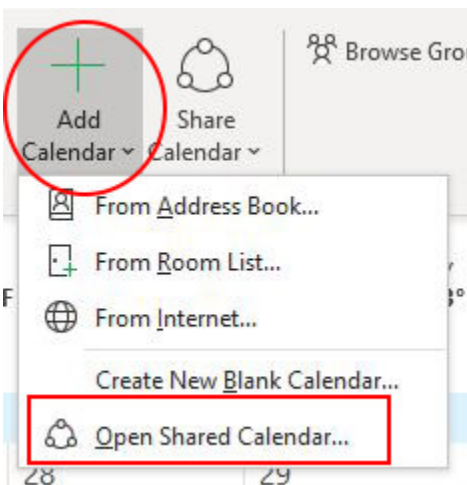
- [Desktop Application](#)
- [Web App](#)

## Desktop Application

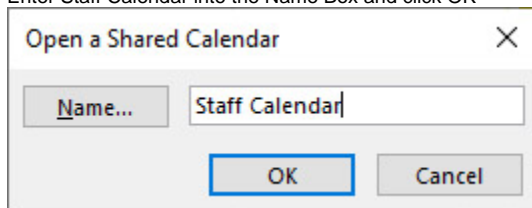
In the bottom left hand corner click the Calendar icon



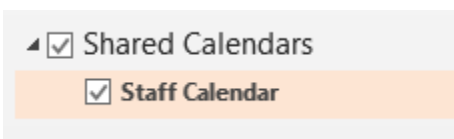
From the Ribbon menu under the Home tab, at the top of the screen click Add Calendar, then Open Shared Calendar



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

## Apps



Outlook



OneDrive



Word



Excel



PowerPoint



OneNote



SharePoint



Teams



Class Notebook



Sway



Forms

All apps →

Select Calendar

## Office 365 apps



Bookings



Calendar



Class Notebook

Click on Import Calendar

Add calendar

Import calendar



My calendars



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.

Import calendar

- Sports
- Cricket Countries
- English Premier League
- La Liga
- Rugby Six Nations
- Scottish Premier League
- Holidays

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From file

From web

**From directory**

## Add calendar from directory



Select a person, group, or resource from your organization's directory to view the calendar.

### Staff Calendar

Staff Calendar

Top 1 results

Email your connections via Outlook

Import calendar

- Sports
- Cricket Countries
- English Premier League
- La Liga
- Rugby Six Nations
- Scottish Premier League
- Holidays

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From file

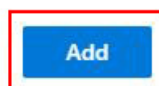
From web

**From directory**

## Add calendar from directory

Select a person, group, or resource from your organization's directory to view the calendar.

Staff Calendar



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

∨ People's calendars

☒ Staff Calendar

∨ Groups

☐ IT Team