

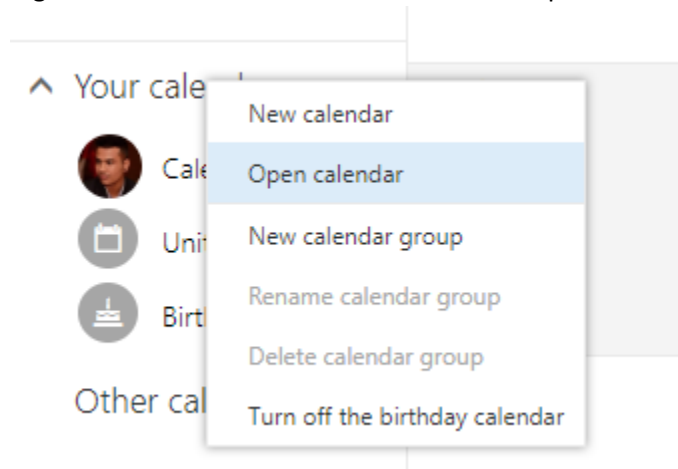
Adding Shared Calendar in Outlook

Sheared Calendar Names & Emails

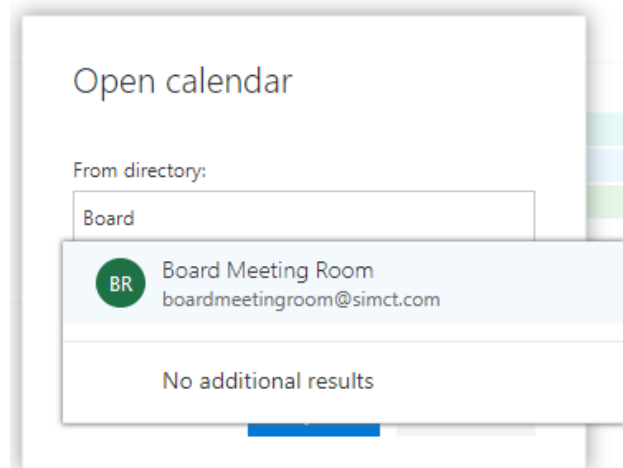
1. Board Meeting Room - boardmeetingroom@simct.com
2. Battlefield - battlefieldroom@simct.com
3. Mini Meeting Room 01 - minimeetingroom@simct.com
4. Mini Meeting Room 02 - minimeetingroom2@simct.com
5. Mini Meeting Room 03 - minimeetingroom3@simct.com

Adding Calendar Steps

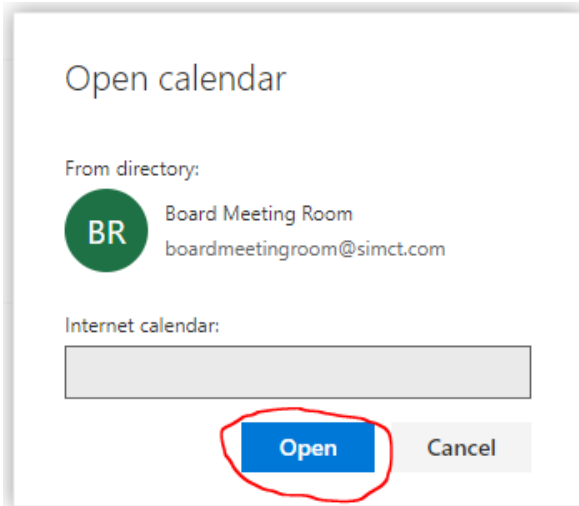
1. Go to Outlook Calendar
2. Right Click on “Your Calendars” and select “Open calendar”



3. Enter the given sheared calendar name



4. Select the calendar and Open

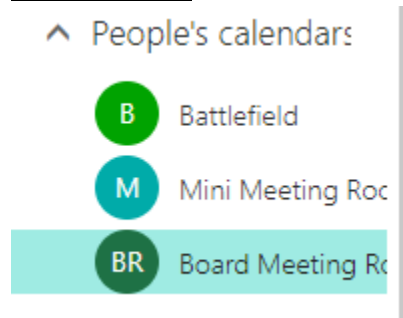


Considerations

1. Make sure to select **only** the required calendar in outlook before creating an event (figure 01) or select the required calendar in event details window (figure 02).

Figure 01

Online Outlook



Offline Outlook

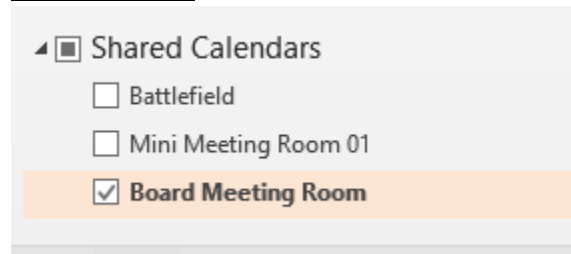


Figure 02

Start
Tue 8/21/2018 12:00 PM ☐ All day

End
Tue 8/21/2018 12:30 PM ☐ Private

Time zone ▼

Repeat
Never

Reminder
15 minutes

[Add an email reminder](#)

Save to calendar
Battlefield

- Calendar
- ✓ Battlefield
- Mini Meeting Room 01
- Board Meeting Room

[Add an agenda](#)

2. Make sure to add all the participants to the event including yourself. Only the participants will notify about the event and event changes.

People

Required ▼

BR Board Meeting Room
Free

Attendees

Sort by ▼ ☒ Request responses

Udaya Kariyawasam Free	×
KS Kasun Samarasinghe No information	×
MD Manula Doratiyawa Free	×
Roshen Perera Free	×

***Please do not overlap other's events.**