Adding Shared Calendars in Outlook 2010

If you wish to add a shared calendar to your Outlook profile, go to your calendar:
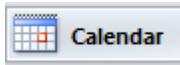
Then right click on "My Calendars", go to "Add Calendar", and then "Open Shared Calendar":
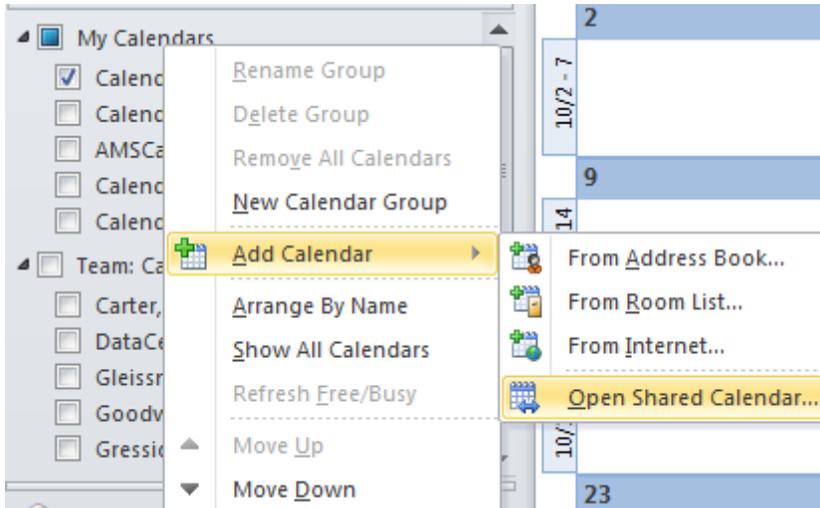
A screen will open, prompting you for the name of the shared calendar. Type in the account name of the shared calendar, such as "Public-Finance", and then press OK. You may also use the "Name" button to select the account from the Global Address List.
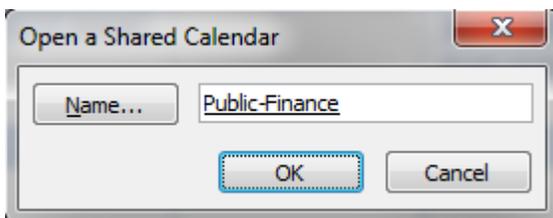
After you press OK, the calendar you requested (assuming you have sufficient permissions to view that calendar) will be added to your "My Calendars" list. Check or uncheck the box to the left of the entry to show or hide the calendar.
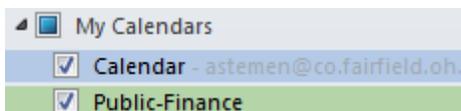
If you never want to view the calendar again, just right click on the name of the calendar under "My Calendars", and select "Delete Calendar".