**Getting Started**

To access your shared campus calendar in Office 365, begin by navigating to your campus’ Office 365 Staff Site. Not sure how to find your Office 365 Staff Site?  **Visit:** [http://bit.ly/FindStaffSite](http://bit.ly/FindStaffSite)

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<table>
<thead>
<tr>
<th>View Staff Calendar</th>
<th>Connect to Outlook</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Office 365 Staff Site" /></td>
<td>If you have set up Desktop Outlook on your computer, you can connect your staff calendar to Desktop Outlook so that you can quickly view staff events, or copy them to your personal Outlook calendar.</td>
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</tbody>
</table>
| Once you’ve navigated to your campus Staff Site in your web browser, click the **Calendar** link found on the left side-bar to view the staff calendar. | ![Desktop Outlook](image) **1.** On the Calendar page of your Office 365 Staff Site, select the **Calendar** tab.  
**2.** Select **Connect to Outlook**.  
**3.** Click **Allow** when prompted, to give your Desktop Outlook permission to connect to the Staff Calendar. |

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<th>View Outlook Calendars</th>
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| ![Outlook Calendar](image) In Desktop Outlook, Click the Calendar button or Calendar icon to open your calendar.  
**Mail**  
**Calendar**  
**People**  
  
**or**  
![Calendar Icon](image)  
Check/uncheck each calendar listed to add or remove it from view.  
![Other Calendars](image)  
![CITS - CITS Calendar](image) | ![Drag Event](image) **Drag events from the staff calendar to your personal calendar while viewing calendars “Side by Side” to receive event reminders, (if applicable.)**  
**Use the Arrow Button** at the top of the calendar to “layer” it on top of your personal Outlook calendar.  
![CITS - CITS Calendar](image) |