Linking a SharePoint Calendar to your Outlook

1. Open the SharePoint Calendar you wish to link.
2. Click on **Actions**, and then **Connect to Outlook**.
3. At the sharing prompt click on **Yes**.
4. In Outlook you will see both calendars side by side and the SharePoint calendar will appear in the Other Calendars list.
5. You can add items from your Outlook calendar to the SharePoint calendar by dragging and dropping them from your calendar. They will automatically synchronize.
6. If you wish, you can view your SharePoint calendar over the top of your Outlook calendar, to see all appointments at once, by clicking the arrow on the top tab of the SharePoint calendar. To return to viewing the calendars side by side click the arrow on the top tab of the Outlook calendar.
7. You can have multiple SharePoint calendars linked to your Outlook.