Add a SharePoint Calendar to Outlook

**Do you have access to a SharePoint group calendar?**
Add it to your Outlook to make setting appointments and events a breeze.
Steps rendered in Internet Explorer 11 – other browsers will look slightly different, but the steps are the same.

**Step 1.** Confirm that you already have permission to view the calendar.
Open the SharePoint calendar.

**Step 2.** From the calendar tools tab, choose Calendar. The Calendar Tools open.

**Step 3.** From the Connect & Export section of the toolbar, click the Connect to Outlook icon. A dialog box opens.
Step 4.
Choose Allow in the dialog box.

Other browsers will show:
- Safari = Yes
- Chrome = Launch Application
- Firefox = OK

Step 5.
Open Outlook. You will see the calendar listed in the folder pane on the left in the calendar section of Outlook.

Check the calendar box to open the calendar.