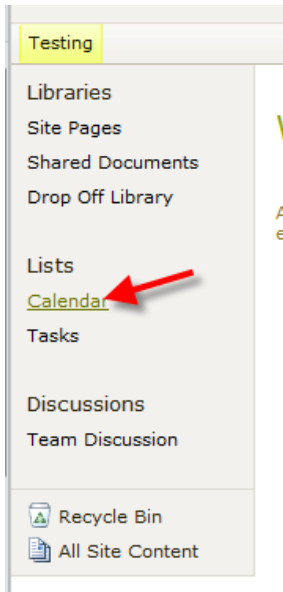
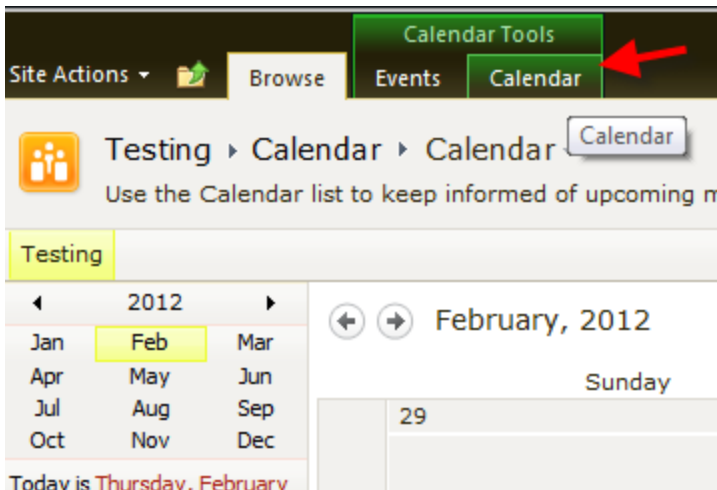


How to Connect a SharePoint Calendar to Outlook

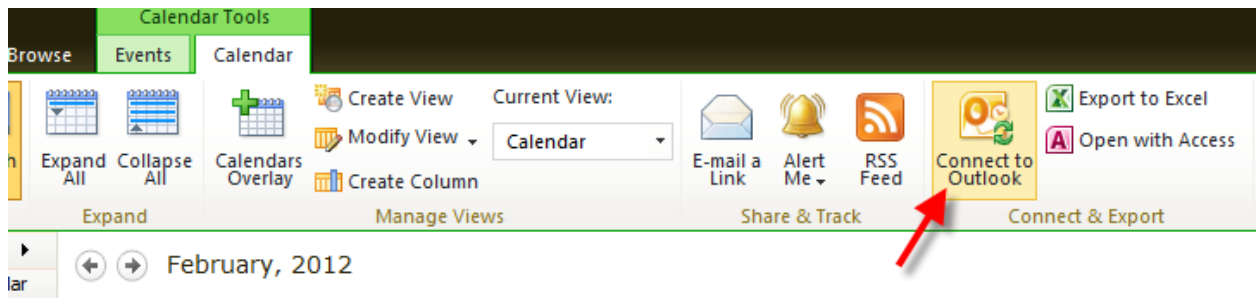
By Scott Badger



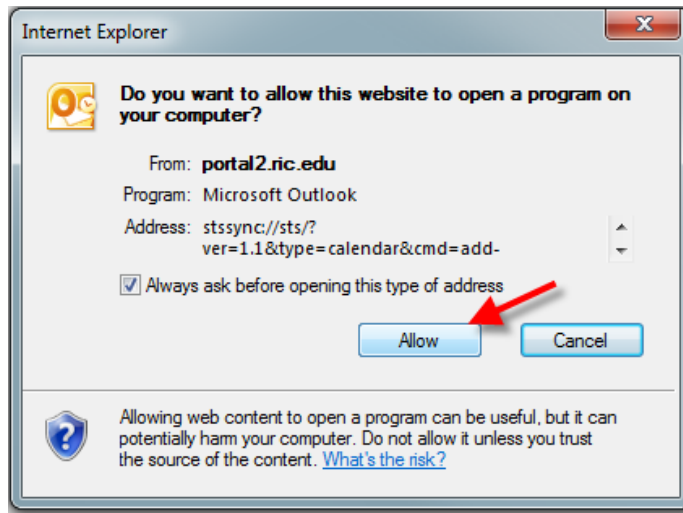
1. Click the Calendar link within the quick launch. (**Note:** This link may have been renamed to another name in some SharePoint sites.)



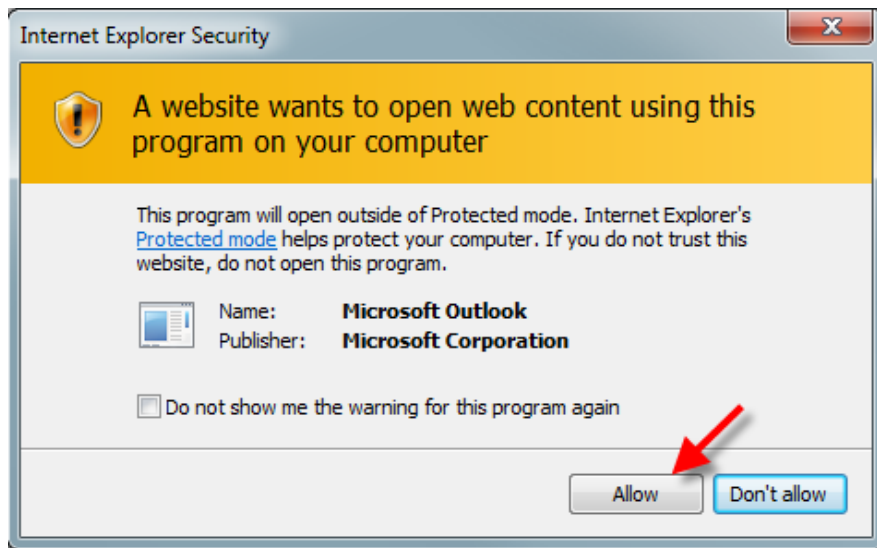
2. Click the Calendar tab.



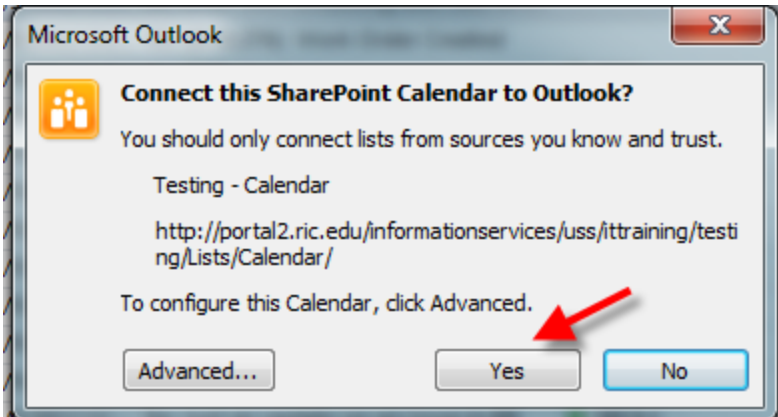
3. Click Connect to Outlook.



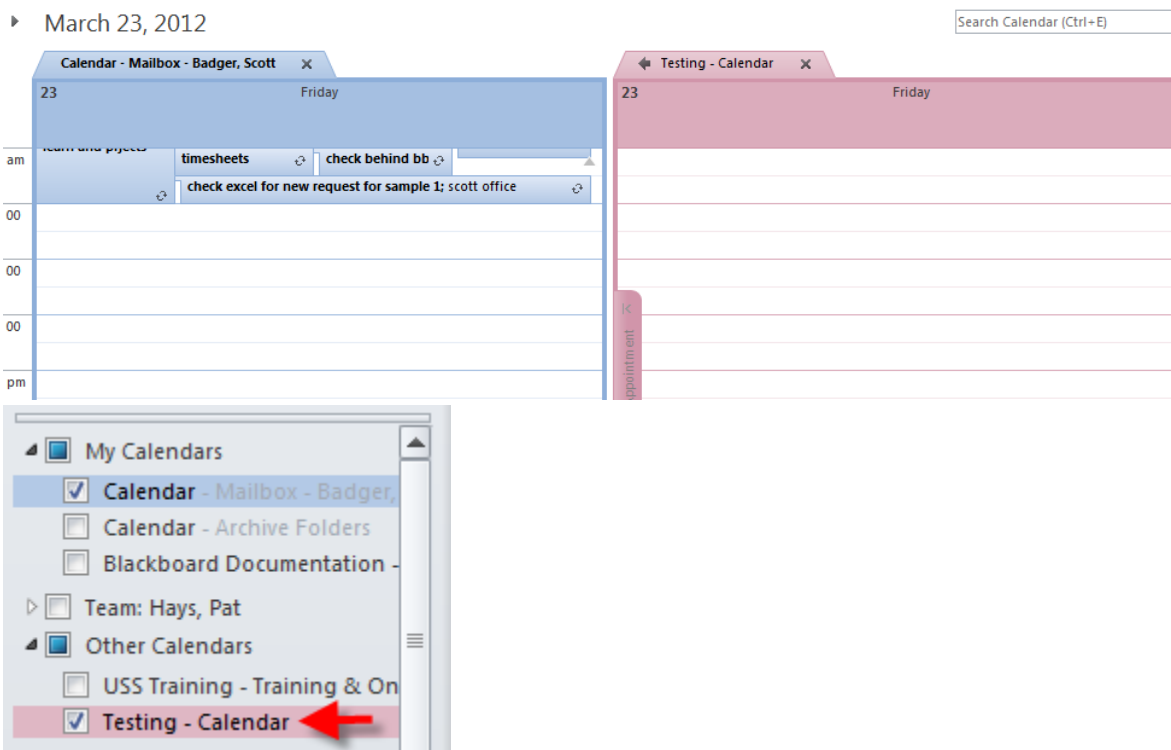
4. Click Allow.



5. Click Allow.



6. Click Yes.



7. The SharePoint calendar has been added to your Outlook.