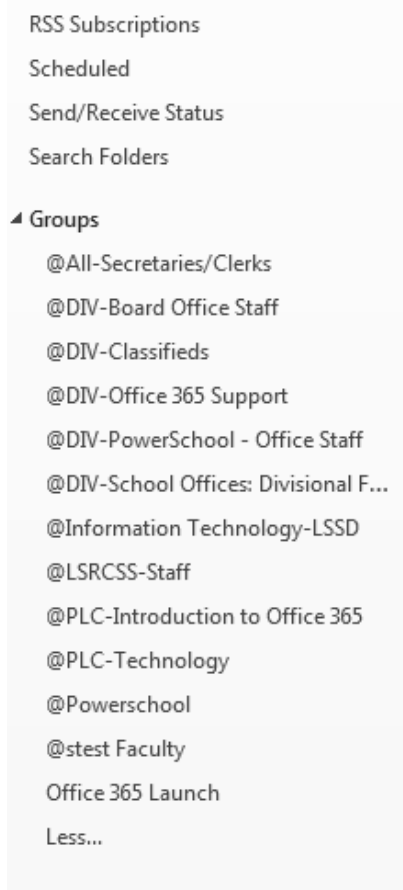


How to see Group- Office 0365’s Calendar From your Outlook Client

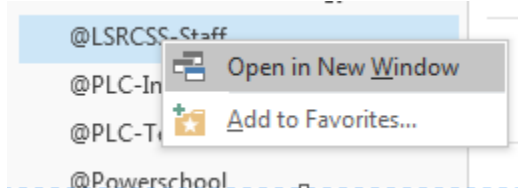


Follow Steps: -

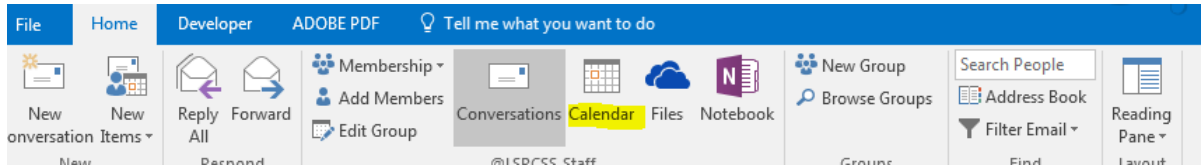
- Open Outlook Client.
- Click Dropdown arrow to see all Group list from your outlook.



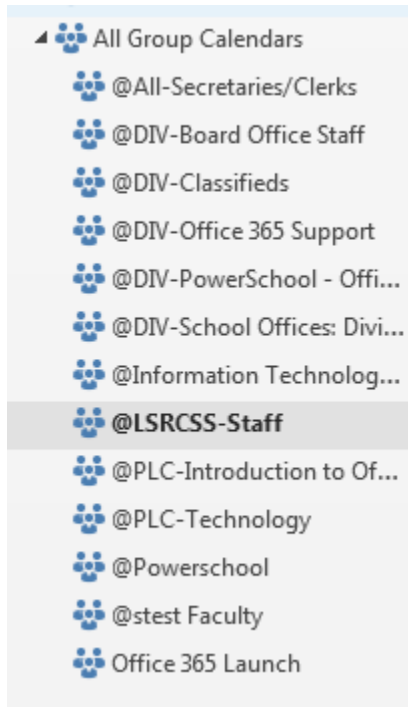
- For example, User would like to see @LSRCSS-Staff ‘s Calendar. Right click to the Group “@lsrcss-staff” and select Open in New window.



- New window will open with list of all emails/Conversation belong to group @LSRCSS – Staff.
- From these window, click to Calendar. see below snapshot.



- @LSRCSS- Staff Calendar will open.
- From left side panel, click to drop down arrow to see all Group Calendars.



Note: User will have access according their permission set by Admin!
To see Calendar - user must be a member of Office 0365 Group!