

Adding a Multi-Folder Calendar to Outlook

Some shared calendars have multiple sub-calendars associated with them (e.g. the Room Assignments Calendar). However, when you try [Adding a shared Calendar into Outlook](#), you only see the default Calendar, and none of the sub-calendars associated with it.

In order to see the sub-calendars of a particular shared calendar, use the following procedure.



If you are on a Mac computer, use the [Adding a Shared Calendar on Outlook for Mac](#) procedure.

In Microsoft Outlook, click **File > Account Settings > Account Settings**

Account Information

Mobap
Microsoft Exchange

+ Add Account

Account Settings
Change settings for this account or set up more connections.
■ Access this account on the web.

Account Settings...
Add and remove accounts or change existing connection settings.

Social Network Accounts
Configure Office to connect to social networks.

(Out of Office)
If you are out of office, on vacation, or

Double-click the row in the box (**Note:** this may appear as your **email address**, or simply **Mobap**).

Account Settings

E-mail Accounts
You can add or remove an account. You can select an account and change its settings.

E-mail | Data Files | RSS Feeds | SharePoint Lists | Internet Calendars | Published Calendars | Address Books

New... Repair... Change... Set as Default Remove ↑ ↓

Name	Type
Mobap	Microsoft Exchange (send from this account by def...

Selected account delivers new messages to the following location:
JacksonT@mobap.edu\Inbox

Close

Click **More Settings**.

Change Account

Server Settings
Enter the Microsoft Exchange Server settings for your account.

Server Settings

Server: MBUMSS.mobap.edu

User Name: JacksonT@mobap.edu

Offline Settings

Use Cached Exchange Mode

Mail to keep offline: All

< Back Cancel

Click the **Advanced** tab. Then, click **Add**.

Note: To remove a shared calendar, you would simply select the calendar from the list on the left and click the **Remove** button.

Microsoft Exchange

General **Advanced** Security Connection

Mailboxes

Open these additional mailboxes:

IT Accounts

Cached Exchange Mode Settings

Use Cached Exchange Mode

Download shared folders

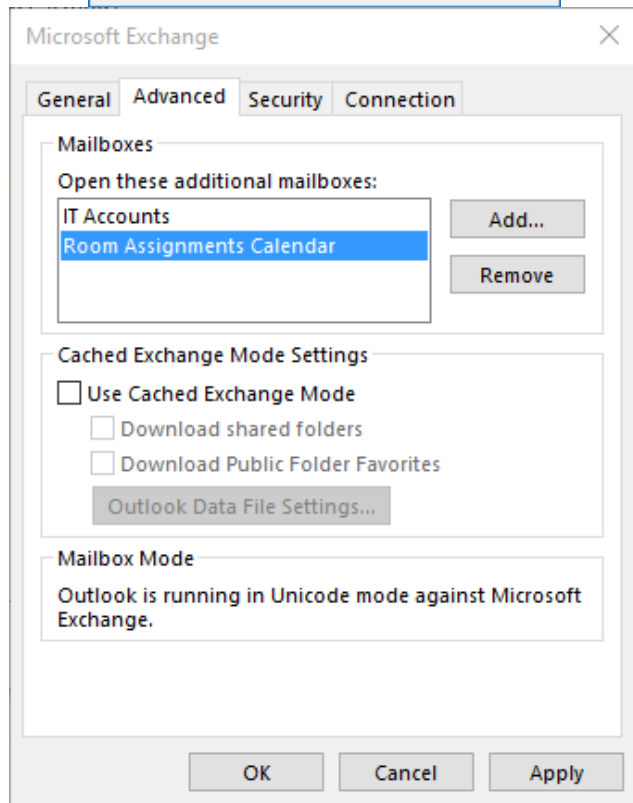
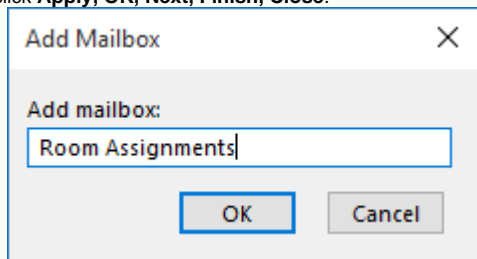
Download Public Folder Favorites

Mailbox Mode

Outlook is running in Unicode mode against Microsoft Exchange.

You will be prompted to **Add mailbox**. Type the name of the mailbox you wish to add in the box (in this example, we are adding the **Room Assignments Calendar** mailbox), and click **OK**. If you were successful, the mailbox you just added will appear in the list.

To finish, click **Apply, OK, Next, Finish, Close**.



Clicking on your calendar should reveal all the sub-folders of the shared calendar you added. Again, in this example, you are seeing the **Room Assignments Calendar**.

▲ ■ My Calendars

- Calendar** - Tim Jackson
- Calendar **257** - IT Accounts
- MBU University Calendar
- Calendar - MBU Service Desk
- Calendar - Room Assignments Calendar
- Calendar - Room Assignments Calendar
- ADM-109 - Room Assignments Calendar
- ADM-110 - Room Assignments Calendar
- ADM-111 - Room Assignments Calendar
- ADM-201 - Room Assignments Calendar
- ADM-203 - Room Assignments Calendar
- ADM-204 - Room Assignments Calendar
- ADM-206 - Room Assignments Calendar
- ADM-207 - Room Assignments Calendar
- ADM-208 - Room Assignments Calendar
- ADM-212 - Room Assignments Calendar
- ATH-BASEBALL - Room Assignments Calendar
- Cadet Park - Room Assignments Calendar
- CRC Field - Room Assignments Calendar