Setting Up Outlook Group Schedules

1. While you are in your Outlook calendar, click **Actions** from the menu and select **View Group Schedules**.

2. A Group Schedules window will appear. Click the **New**... button.
3. In the Create New Group Schedule window, type in the name of your group. Once that is done, Click OK

4. The group calendaring window will appear. You now need to add members to it to see their busy time. To add co-workers, click the **Add Others** button. A drop down window will appear. Click **Add from Address Book**...
5. In the Search area, type in the last name of the person you want to add.  (additional: you can select a group and see the calander for everyone in that group instead of picking each person one at a time.)  (Note: Anyone that is still lotus notes will be first name last name in the address book and we can not see their calanders in Outlook). Finde ther person's name in the list and highlight the name. Once the name is selected, click on the To button. Repeat this step for as man people as you want to add to your group calander.

6. Once you have everyone listed for your group calander, click the OK button.
7. The every person’s calander show show next to their name. click **Save and Close**.