

How to Add the Diversity & Inclusion Calendar on Outlook

Outlook Desktop App:

Step 1: When you open your calendar, you should see either three dots in the top right-hand corner of your screen (as seen in image 1) or an 'Add' option (as seen in image 2).

Image 1:

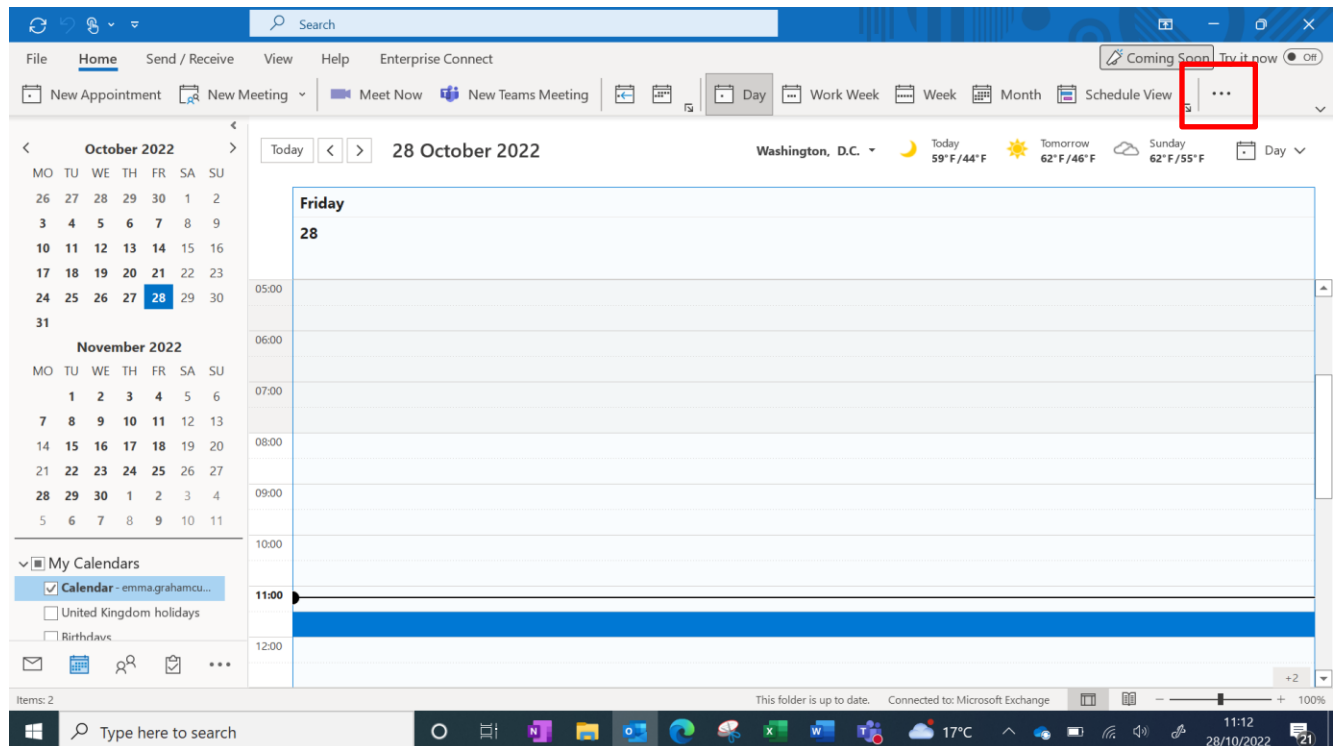
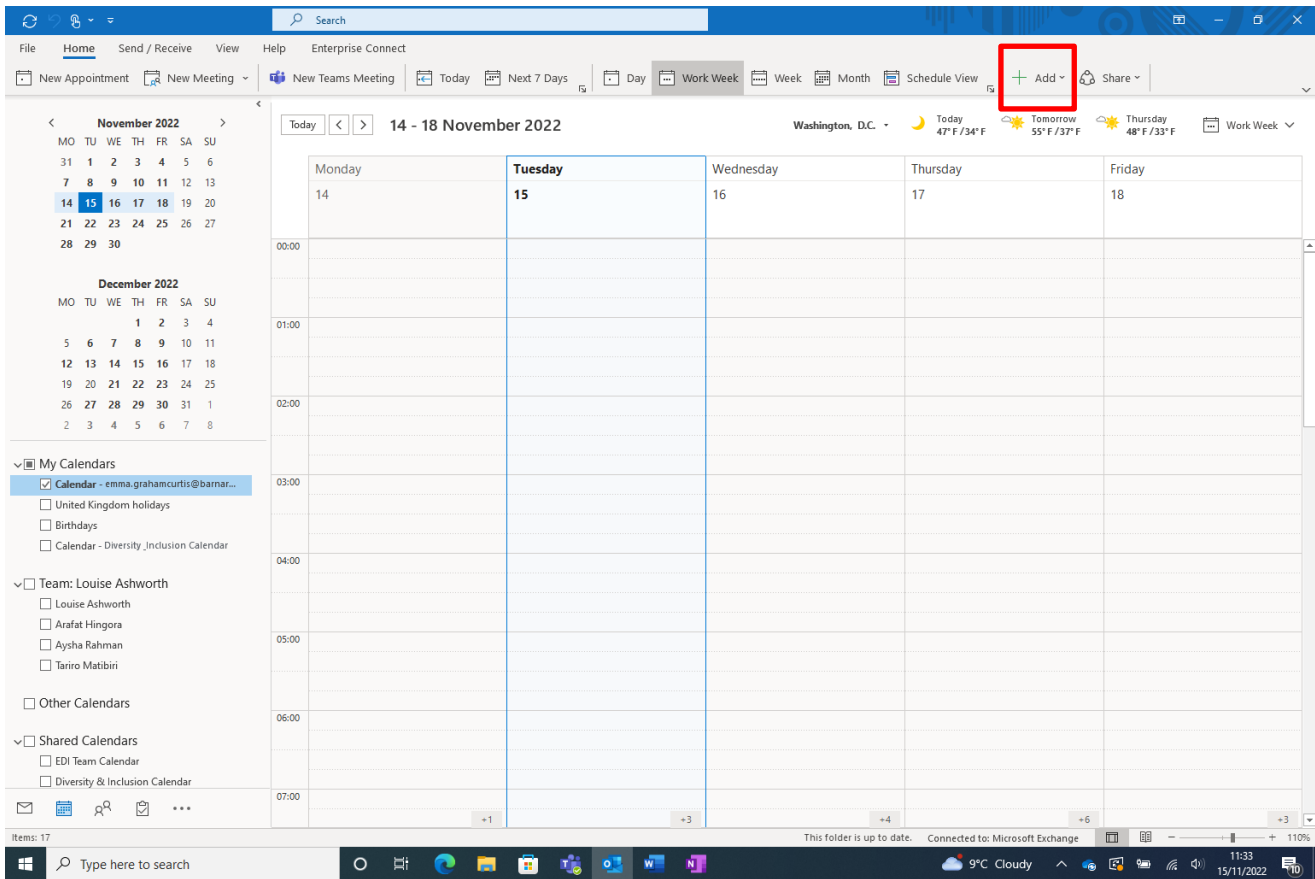
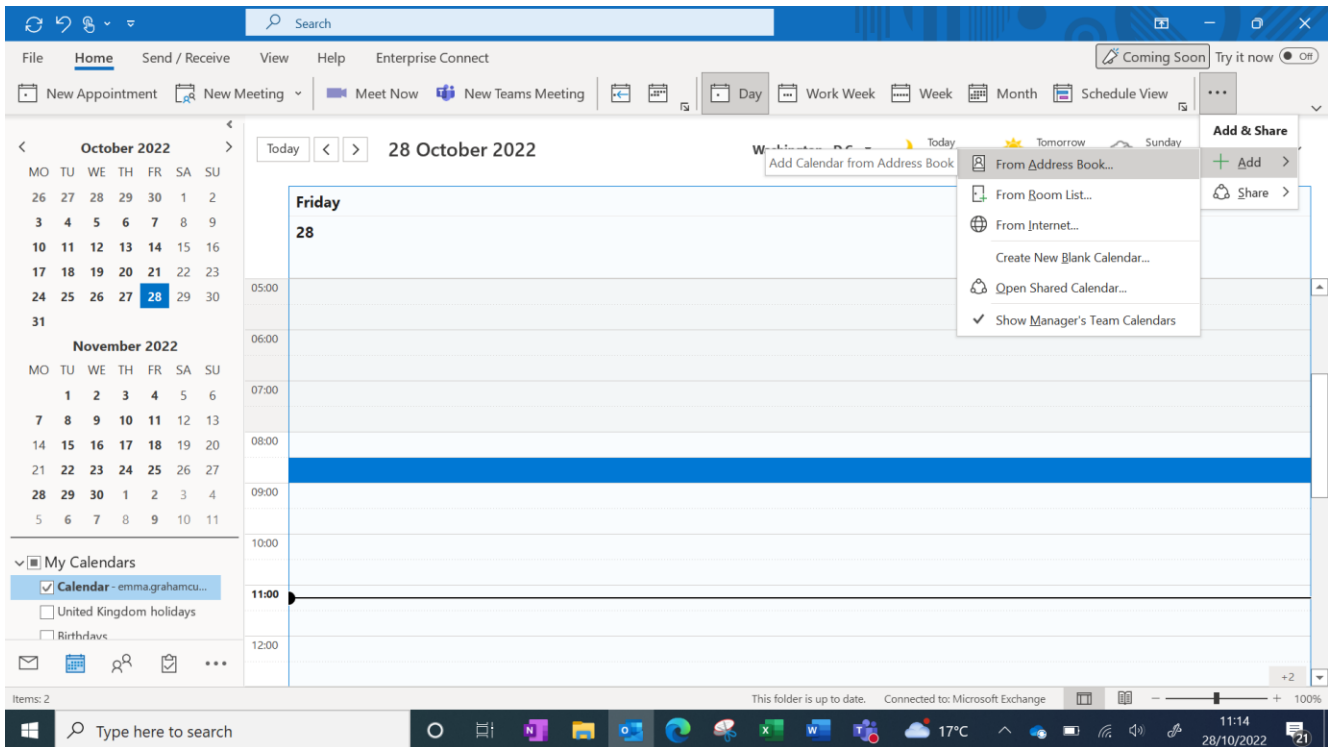


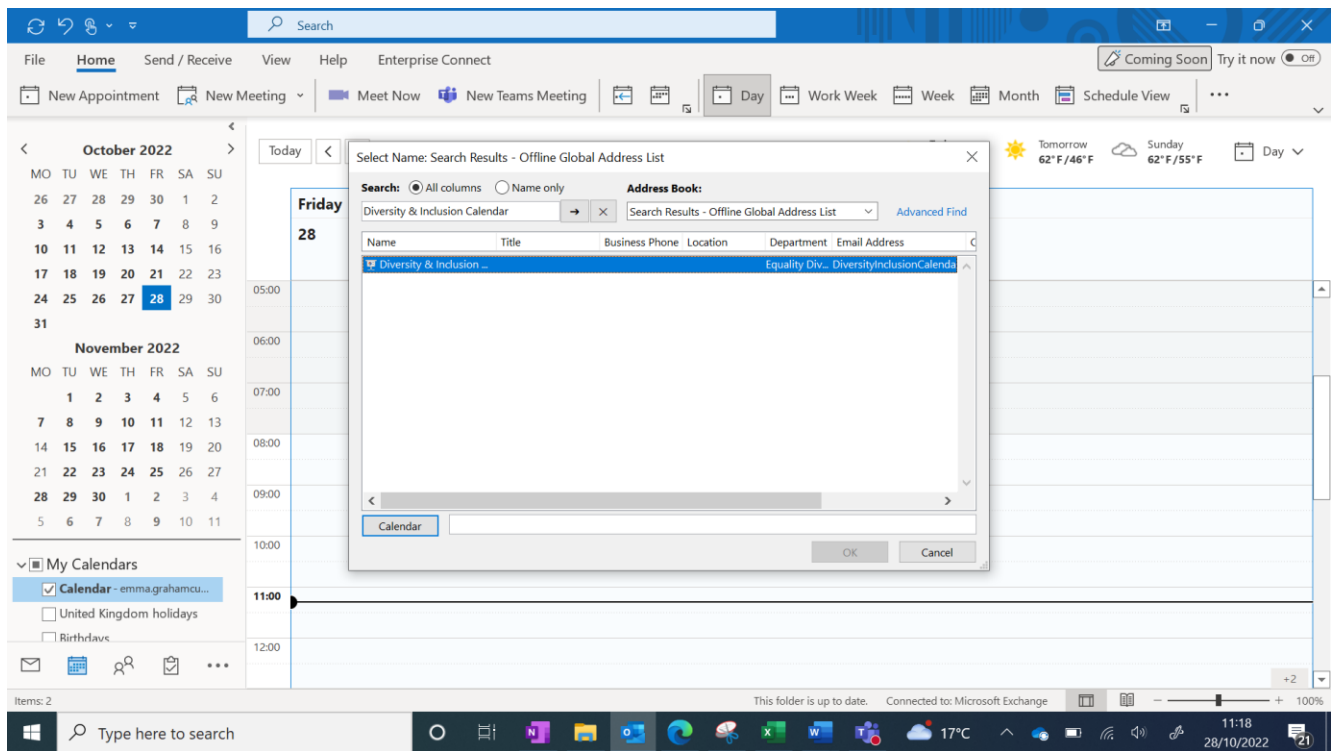
Image 2:



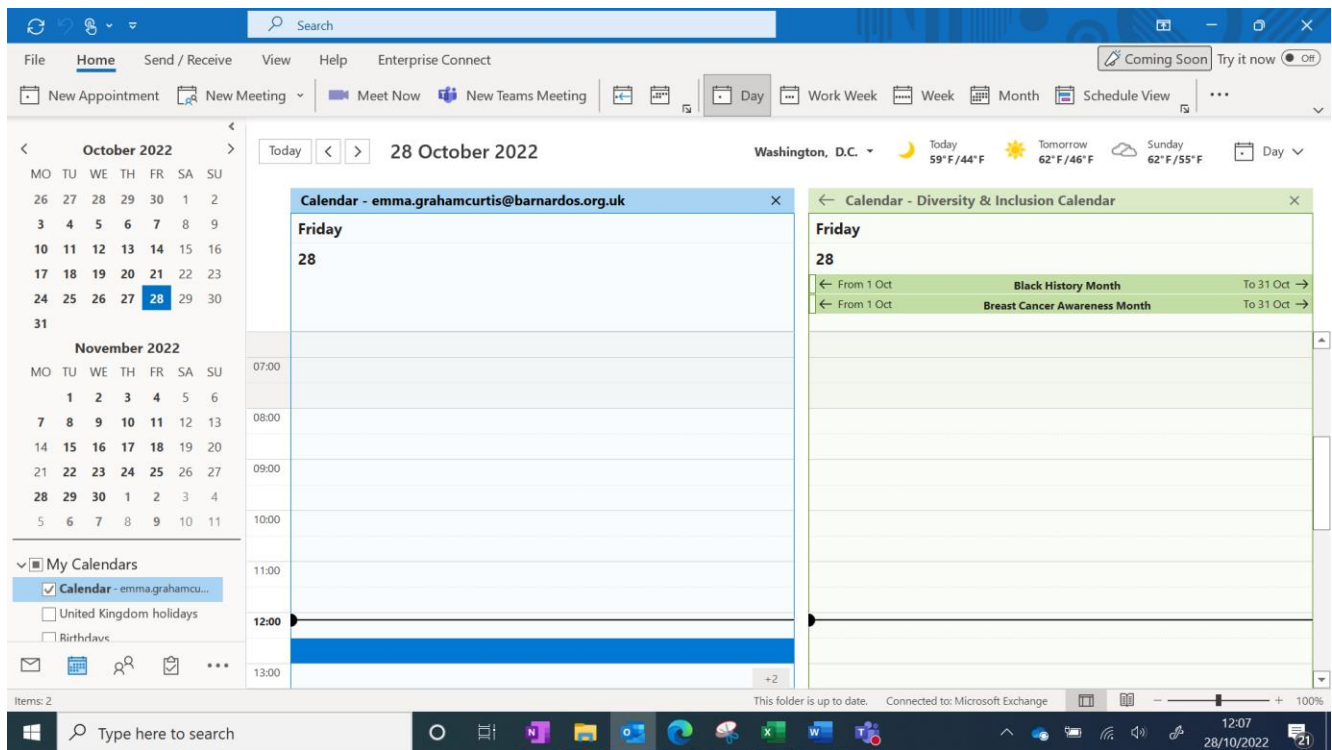
Step 2: Either click on the three dots and select 'Add' or click the 'Add' option and a dropdown list will appear. Select 'From Address Book' as illustrated below.



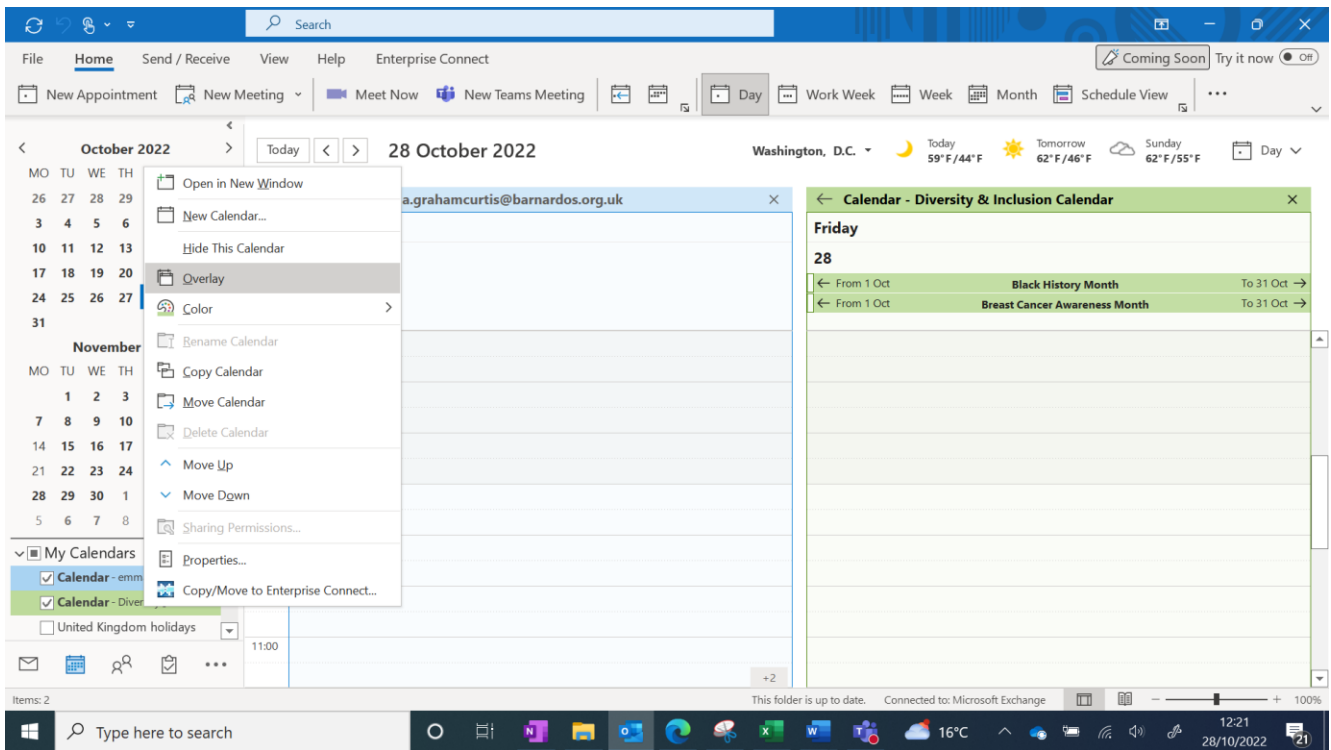
Step 3: Type into the search box 'Diversity & Inclusion Calendar' and hit enter. The calendar will appear as illustrated below, double click on it and then select 'OK'.



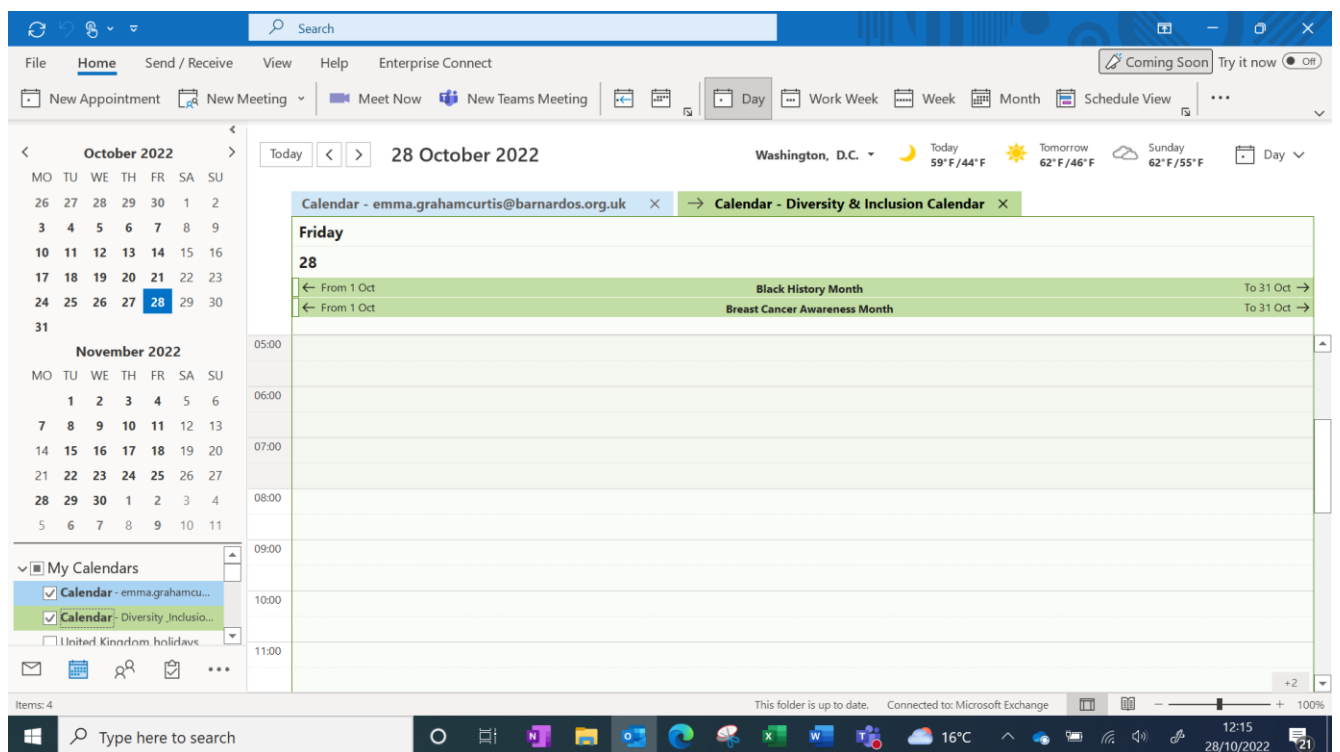
Step 4: Once opened, your screen should look like the image below with your personal calendar and the Diversity & Inclusion calendar side by side.



Step 5: To overlay the Diversity & Inclusion calendar with your personal one, go to the left-hand side of your screen and you will see the Diversity & Inclusion calendar under 'My Calendars.' Right click on the Diversity & Inclusion calendar and select 'Overlay,' as illustrated below. Make sure that your calendar isn't in 'Schedule View' and this then won't allow you to complete the overlay.

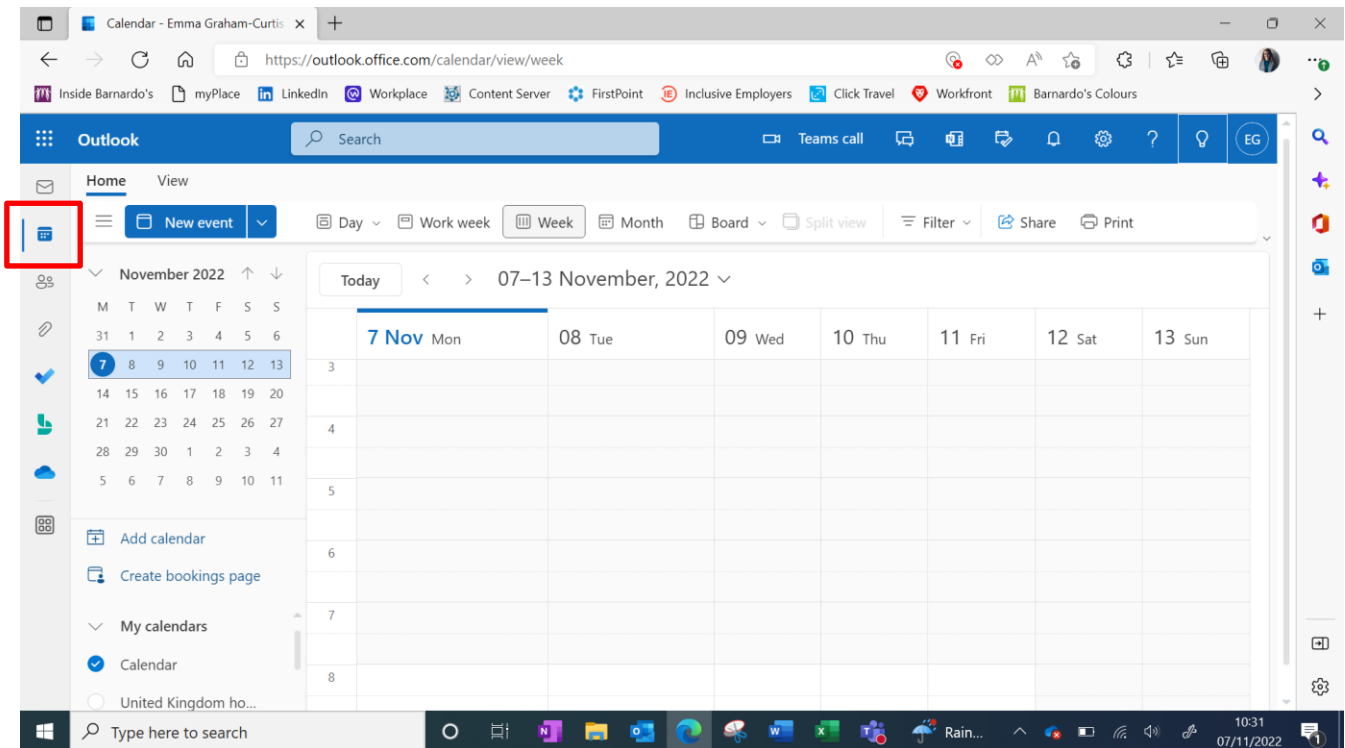


Once you've selected 'Overlay,' the Diversity & Inclusion Calendar and your personal calendar should be visible in the format below.

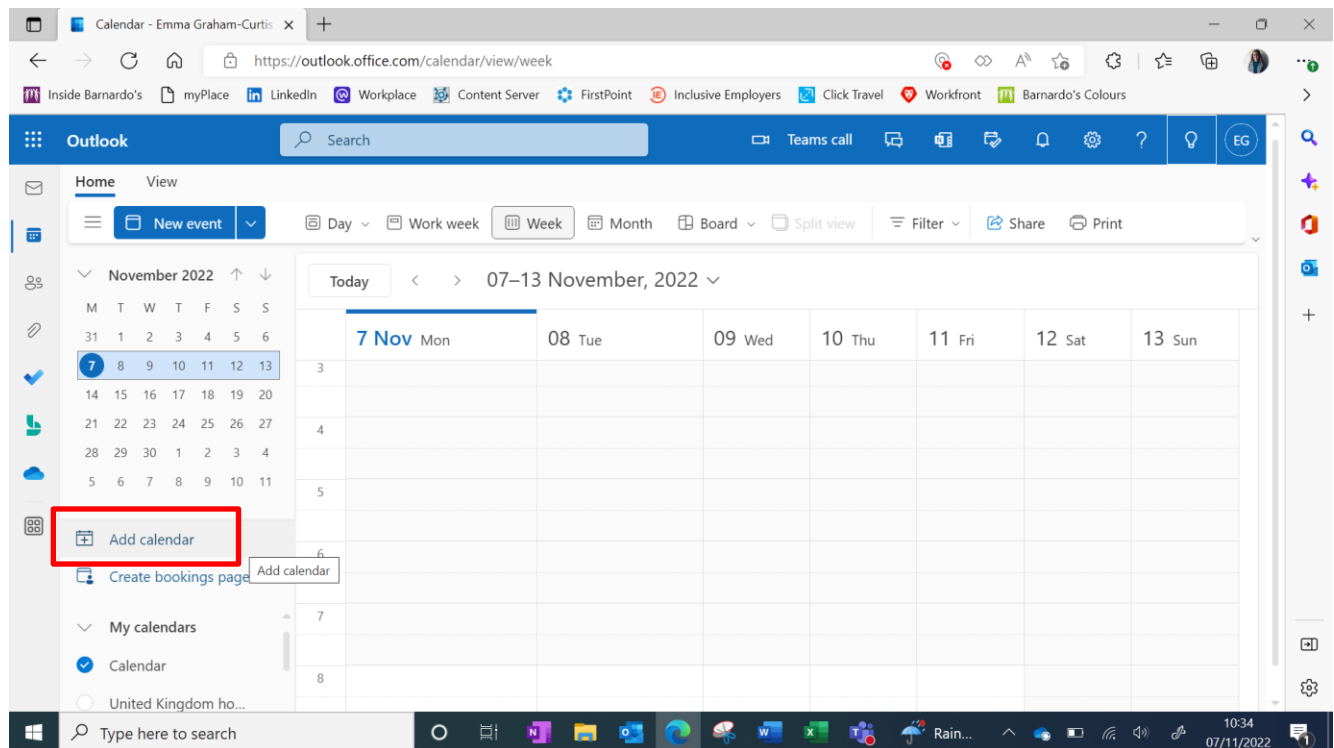


Outlook Web Version:

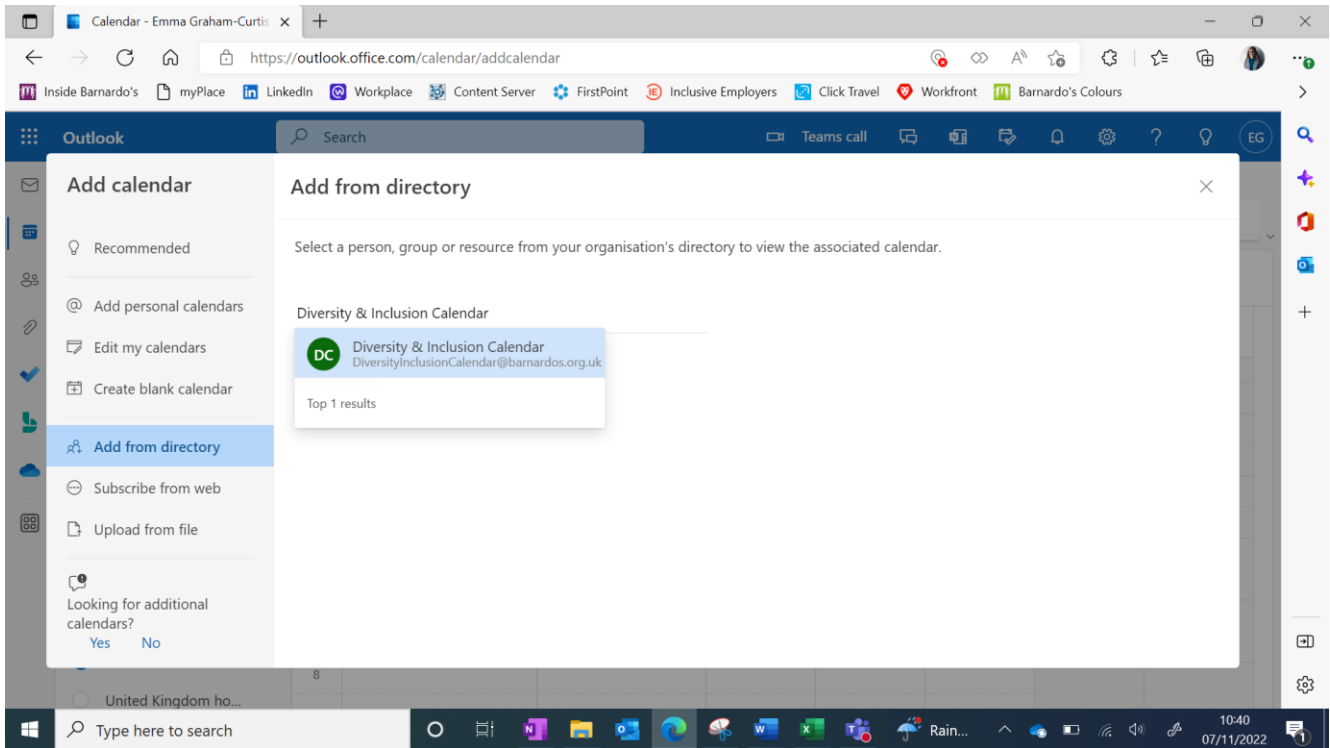
Step 1: Click on the calendar icon on the left-hand side of the screen, as seen in the image below.



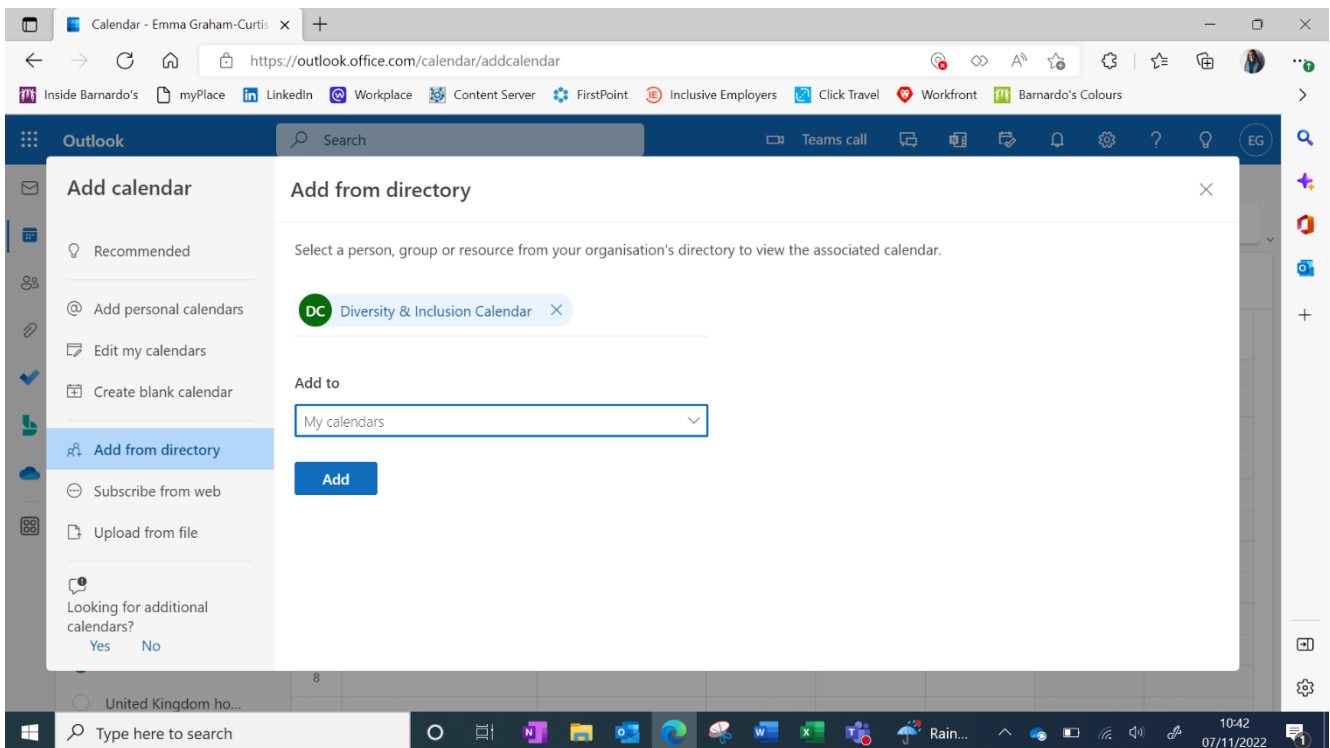
Step 2: Then select 'Add Calendar.'



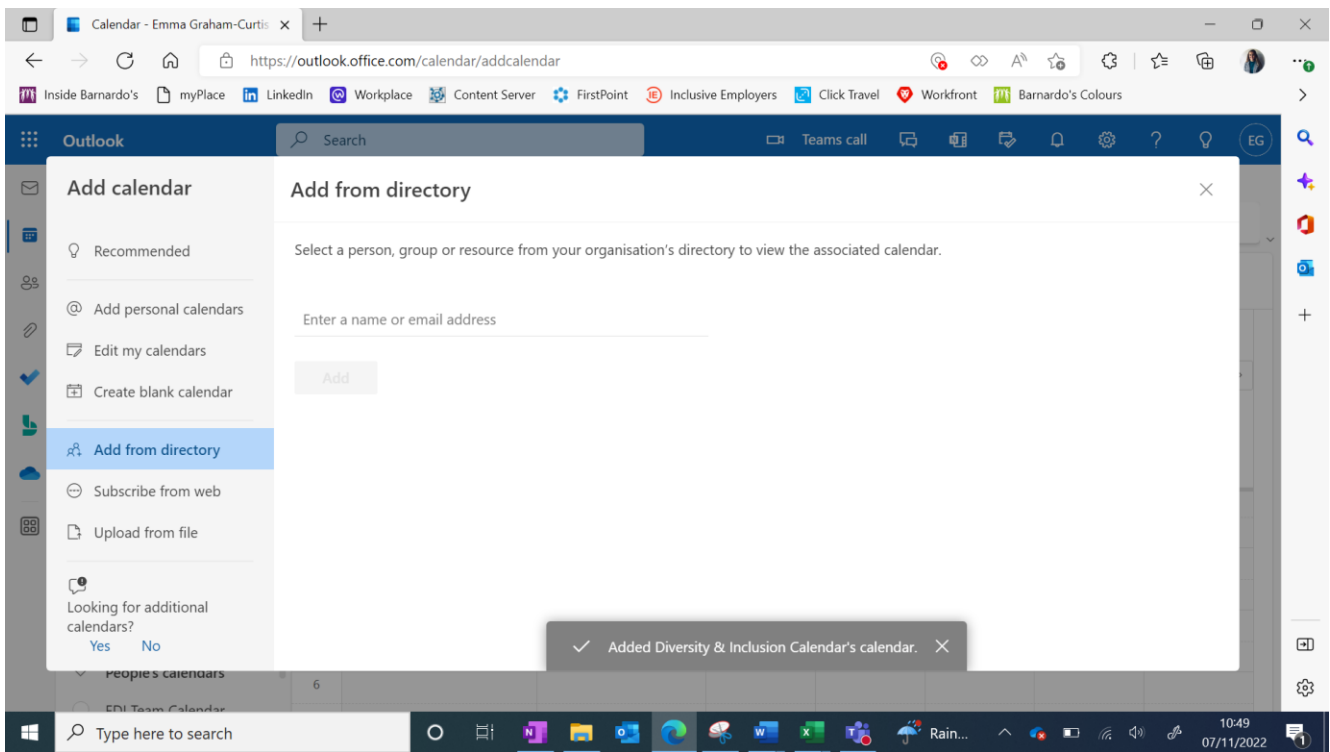
Step 3: Once you've clicked on 'Add Calendar,' the below screen should appear. Click on 'Add from directory' and type in the words 'Diversity & Inclusion Calendar' into the box.



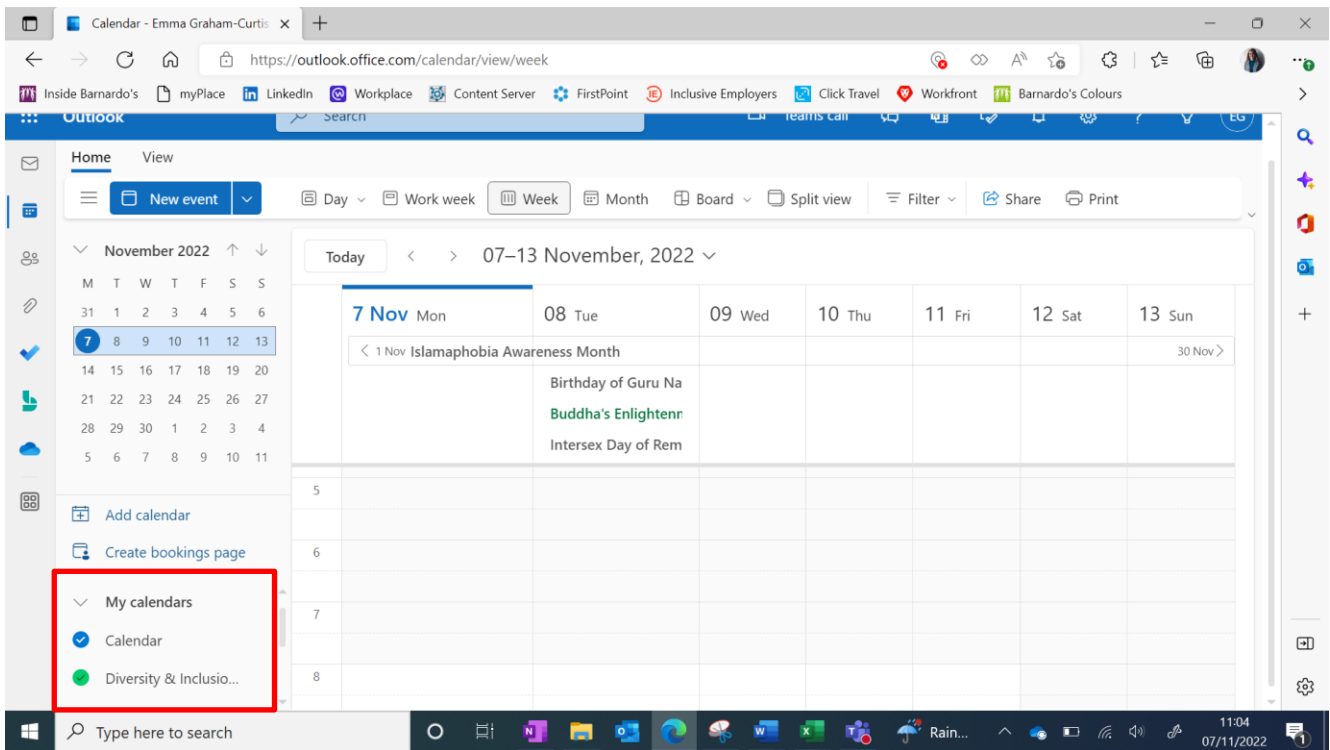
Step 4: Select the 'Diversity & Inclusion Calendar' from the option list. Then move down to the 'Add to' section and select 'My calendars' from the dropdown list and then select 'Add.'



Step 5: The calendar will be imported, and confirmation will appear at the bottom of your screen (as illustrated below) that the Diversity & Inclusion Calendar has been added to your calendars.

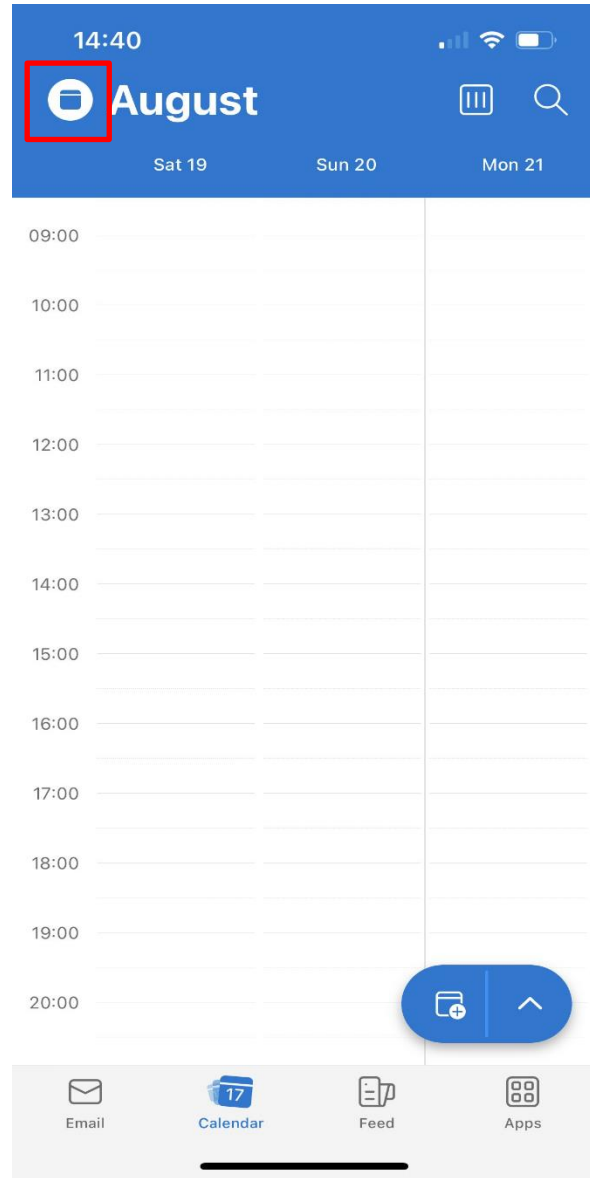
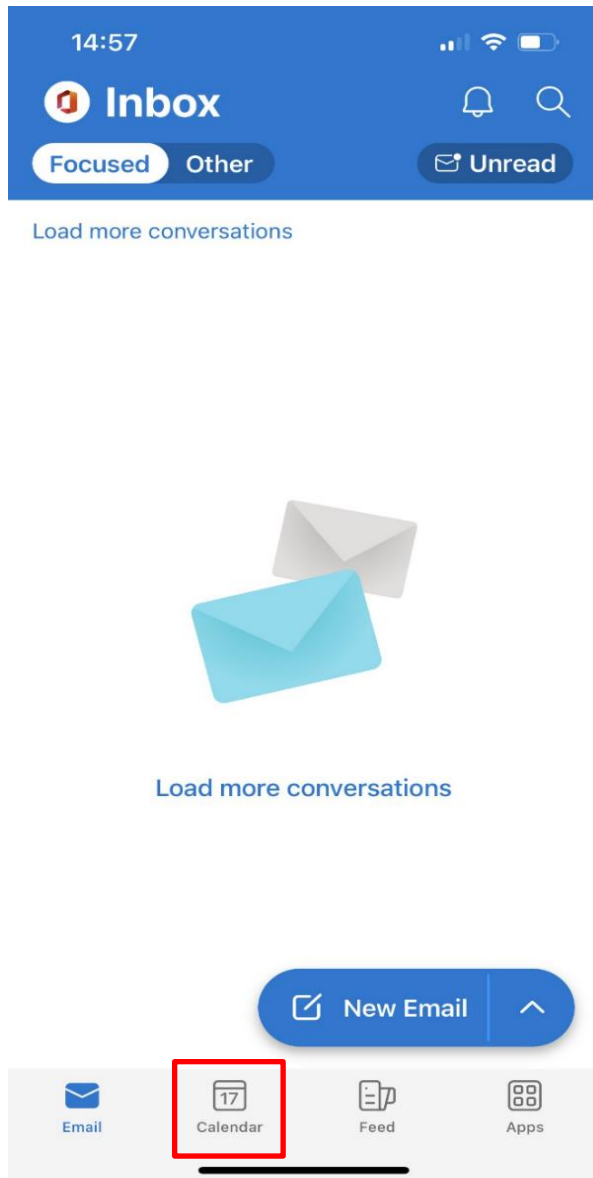


Step 6: Once you exit out of the 'Add calendar', the Diversity & Inclusion Calendar should now appear as an overlay on your personal calendar. To see the calendars as an overlay, make sure both your personal calendar and Diversity & Inclusion Calendar are both selected as seen in the red box below.

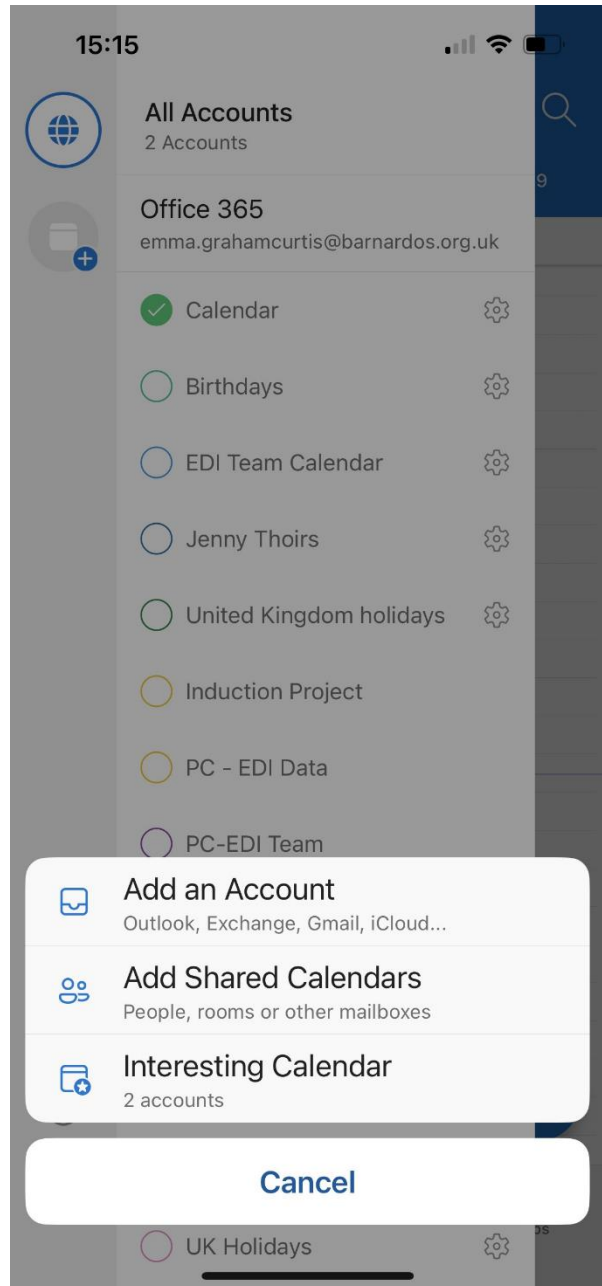
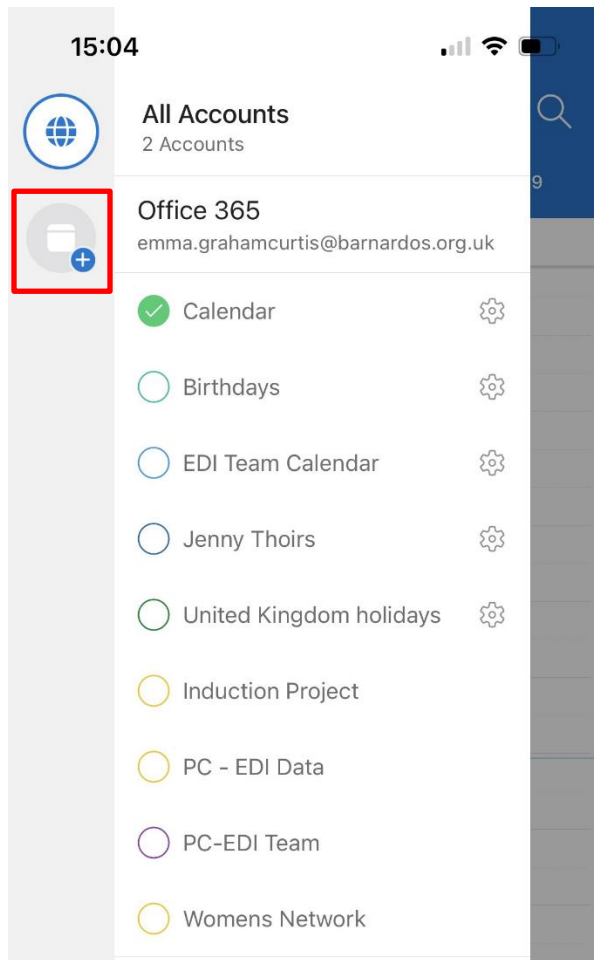


Outlook App on Mobile Phone:

Step 1: Open the Outlook app on your device and click on the 'Calendar' option at the bottom of the screen, as seen in the red box in the image on the left below. Once the calendar has opened, please click the circle to the left of the month at the top of the screen as seen on the right-hand side image below.



Step 2: Select the button with a plus symbol as illustrated in the image on the left below. Then select 'Add Shared Calendars' from the pop-up list as shown in the image on the right below.



Step 3: Type into the search box 'Diversity & Inclusion Calendar' and then click on the plus sign beside it, as shown in the image on the left below. This should appear on the list of calendars for your Barnardo's email. To be able to see it overlaid onto your personal calendar, please make sure that both the D&I Outlook Calendar and your personal calendar have been selected as shown in the image on the right below.

