1. In *Outlook 2007/2010*, go to the **Calendar** view

2. On the ribbon, click the **Open Calendar** icon, then click **From Address Book**

3. Type “*coex*” in search bar, then click **Go**.
   (Be sure the search is set to “*More Columns*” and is searching the **Global Address List**.)

4. Once “*Cooperative extension*” is displayed in the search results, double-click on it to add to the **Calendar** bar below. Then click **OK**.

5. You will now be able to see “*Cooperative Extension*” Planning Calendar in your **Shared Calendars** folder.

Calendar help documentation can be found at:

For questions or further assistance, please contact Sunshine Jordan at 706-542-7786 or [suni@uga.edu](mailto:suni@uga.edu).