Add JB L-E Shared Calendar

1. Go to the calendar icon on Outlook (bottom left corner)
2. Click “Open Calendar” on the top banner
3. Select “From Address Book”
4. In the right search bar at the top of the pull-out labeled “Address Book,” select “Global Address List” from the dropdown menu
5. In the search bar, type “USARMY JB L-E TRADOC Calendar HQ TRADOC CKO” and double click the first option
6. Select “OK” in the bottom right