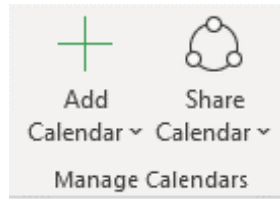


Add JB L-E Shared Calendar

- 1) Go to the calendar icon on Outlook (bottom left corner)
- 2) Click **“Add 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

Select Name: Global Address List

A screenshot of the Outlook 'Address Book' search results. The search bar at the top contains the text 'Global Address List - logan.d.meyer.civ@mail.mil'. Below the search bar is a table with columns for Name, Title, Business Phone, and Location. The first row is highlighted in blue and contains the text 'USARMY JB L-E TRADOC Calend...'. Below the table is a 'Calendar ->' button and a search bar containing the text 'USARMY JB L-E TRADOC Calendar HQ TRADOC CKO'.

Name	Title	Business Phone	Location
USARMY JB L-E TRADOC Calend...			jble
USARMY JB L-E TRADOC Calend...			jble
USARMY JB L-E TRADOC Calend...			jble
USARMY JB L-E TRADOC Calend...			jble
USARMY JB L-E TRADOC Calend...			jble
USARMY JB L-E TRADOC Calend...			jble
USARMY JB L-E TRADOC Calend...			jble
USARMY JB L-E TRADOC Calend...			jble
USARMY JB L-E TRADOC Calend...			jble
USARMY JB L-E TRADOC DDL Ar...			
USARMY JB L-E TRADOC DDL Re...			
USARMY JB L-E TRADOC DDL TR...			
USARMY JB L-E TRADOC DDL TR...			
USARMY JB L-E TRADOC DDL TR...			

- 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

