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

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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