**How to view the MMI Master Calendar in Outlook**

1. In Calendar view
2. Click "Folder"
3. from the ribbon click "Open Calendar"
4. from the dropdown click "From Address Book..."



1. Select “Global Address List” from the from the dropdown
2. Type mmi master calendar in the search box
3. Select MMI Master Calendar from the list and then click the Calendar button
4. Click “OK” to add the calendar to outlook.



The MMI Master Calendar will appear under “Shared Calendars” in the left-hand side of your calendar view.