# Instructions to add the Payroll Calendars in Outlook

1. When in Outlook in the bottom left hand corner of the screen you will see an icon that looks like a calendar. Click on the calendar.

2. Once in the Calendar tab, on the top part of outlook in the Ribbon you will see a "Open Calendar" icon. Click on that icon and then a drop-down menu should appear. For people who have Office 365 the icon will have a plus sign. Older versions like Outlook 2016 will have a calendar icon.
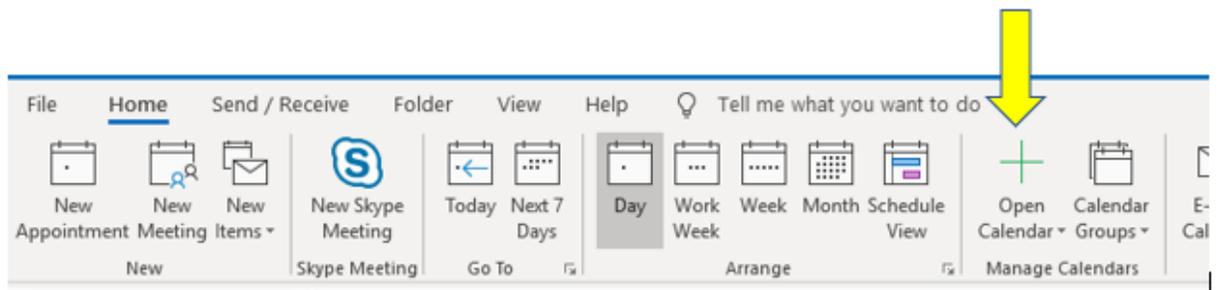
3. In the drop-down menu click on "From Address Book".

4. A new window should pop up. In the new window on the top left-hand corner there is a search box. Click in that search box and type "payrollcalendars".
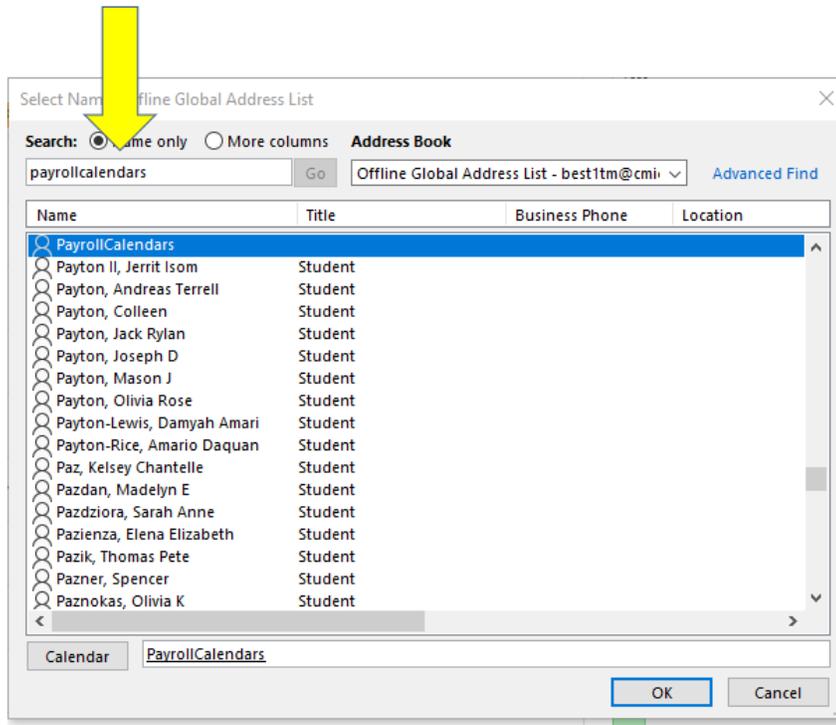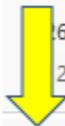
5. In the list below the search box you should see a Name that says "PayrollCalendars", double click on that name. Once you have double clicked on it, the name should appear in the bottom text box as shown below. Once you have verified that the name is in the textbox, click the "OK" button.

6. Once you have added the calendar on the left-hand side of Outlook you will see a "Shared Calendars" Group that appears. Click the drop-down arrow right next to it and you should see a Calendar that says "PayrollCallendars". Select that calendar and it should show the times of all the Payroll due dates and holidays for CMU. If you have any issues with adding this calendar please feel free to call the Help Desk at 989-774-3662.

December 2019						
SU	MO	TU	WE	TH	FR	SA
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020						
SU	MO	TU	WE	TH	FR	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

▲ ▣ Shared Calendars