1. To connect to a shared calendar in Outlook 2010 click on the “Calendar” option in the bottom left corner of your Outlook window. On the calendar view click on the “Open Calendar” button and select “Open Shared Calendar…” from the drop-down menu.

2. On the “Open a Shared Calendar” window type in the name of your shared calendar in the whitespace to the right of the “Name…” button and click the “OK” button.
3. You will notice the new calendar appear in the listing of calendars that you either own or have previously connected on the left side of the window.