Connecting a SharePoint Calendar to Outlook

Step One: Find and Connect To the Calendar in BizNet

1. Using Internet Explorer, go to http://biznet.katz.pitt.edu

2. At the top of the page, select Administration, then Rankings

3. On the menu on the left, click on Business School Ranking Deadlines

4. Click on Actions at the top of the calendar

5. Choose Connect to Outlook from the menu

6. A dialog box will pop up with the text Connect this SharePoint Calendar to Outlook? Click the Yes button.
Step Two: View the Calendar in Outlook

The Business School Ranking Deadlines calendar will be displayed next to your calendar in Outlook. If you like, you can turn on **overlay mode**, which will allow you to view both your calendar and another calendar in the same window simultaneously. To view in overlay mode:

1. In Outlook 2007, click on **View**, then on **View in Overlay Mode**

![View in Overlay Mode](image)

2. To turn off overlay mode, click on **View**, then on **View in Side-By-Side Mode**