How to "Overlay" calendars	Brought to you by **Lisa Schwaiger** - DOPM HelpDesk Triage and Computer Tech in MT-403

QUESTION:
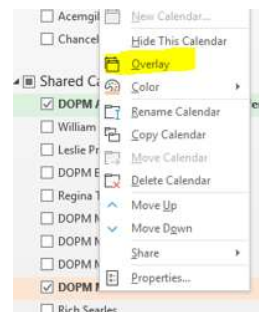I want to see "two calendars in one".
For example, I might want to see 2 (or more) conference room calendars display as just one calendar. Can I do that?

ANSWER:
The term you are looking for is "overlay". 😊
So in Outlook, just right-click on the name of the 2nd (or 3rd or 4th, etc.) calendar and choose "Overlay".

Was this helpful?   Do you have suggestions for a future Tip of the Week?   Do you have any other comments?
Let us know at dopmHelp@uabmc.edu

To see an archive of past Tips of the Week: http://www.uab.edu/medicine/dopm/help/totw