Add a Calendar to Outlook Favorites

1. Click the arrow to expand the folder list.
2. Expand the calendar you would like to add, then select "Add to Favorites".
3. Right click on the calendar you would like to add, then select "Add to Favorites".
**4**

Expand your favs to select the calendar you want to move to calendar view:

*click and hold*

*drag*

*drop*
Now the Media Center calendar will always be in your “calendar” view.