Three ways to add the “Teaching Events” calendar to your list of calendars.

This document includes screenshots from the three different Outlook configurations. Your colors may be different from the screenshots, depending on which color scheme you have chosen. Page 1 (this page) includes screenshots from the “old” Outlook on the Web. Page 2 shows screenshots from the “new Outlook” (for those of you who have decided to “Try the new Outlook.” Page three shows screenshots from the Outlook desktop application.

Old Outlook on the Web - screenshots
Click on "Import Calendar"

Click on "From Directory"
Enter "Teaching Events"
Right click on My Calendars
Select “Add Calendar,” then select “From Address Book”
A popup window will open
Type into the search bar teachingevents
Click Go button
Don’t forget to click the OK button!