## Three ways to add the "Teaching Events" calendar to your list of calendars.

This document includes screenshots from the two Outlook configurations. Your colors may be different from the screenshots, depending on which color scheme you have chosen.

Pages 1-2 include screenshots from the Outlook on the Web App (OWA). Pages 3-4 show screenshots from the Outlook Desktop App.

## Outlook on the Web App (pp. 1-2)

|   | Outl              | tlook                                  |                                    |                     |   |  |
|---|-------------------|--|------------------------------------|---------------------|---|--|
|   | ≡                 | New event                              | ☐ Today ← → September 9–13, 2019 ∨ |                     |   |  |
| • | $\sim$            | September 2019 $~\uparrow~ \downarrow$ | 9 Mon 10                           | ) Tue 11 Wed 12 Thu | ı |  |
| 8 |                   | SMTWTFS<br>1234567                     | 8 AM                               |                     |   |  |
| D |                   | 3 9 10 11 12 13 14                     |                                    |                     |   |  |
|   |                   | 5 16 17 18 19 20 21                    | 9 AM                               |                     |   |  |
| W |                   | 2 23 24 25 26 27 28<br>9 30 1 2 3 4 5  | 10 AM                              |                     |   |  |
| _ |                   | 5 7 8 9 10 11 12                       | Click on                           |                     |   |  |
|   | ŧ                 | Add calendar                           | "Add Calendar"                     |                     |   |  |
| 5 | >                 | My calendars                           | .12 PM                             |                     |   |  |
|   | > Other calendars |  | . 1.PM                             |                     |   |  |
|   | >                 | People's calendars                     | 2 PM                               |                     |   |  |
|   | >                 | Groups                                 | 3 PM                               |                     |   |  |

## Outlook on the Web (pp. 1-2)

| Add calendar   | Add from o  | lirectory  |   |  |  |  |  |
|--|---|--|---|--|--|--|--|
| ♀ Recommended  | Select a person, group, or resource from your organization's directory to view the as |  | e from your organization's directory to view the associated calendar. |  |  |  |  |
| <ul> <li>Add personal calendars</li> <li>Edit my calendars</li> </ul>  |   | s<br>ng Events<br>gevents@psu.edu  | Enter "Teaching Events" and select                                    |  |  |  |  |
| 🕂 Create blank calendar  |   | Top 1 results  |   |  |  |  |  |
| R Add from directory   |   | Add from directory   |   |  |  |  |  |
| 💬 Subscribe from web   |   |  |   |  |  |  |  |
| D Upload from file   |   | Select a person, group, or resource from your organization's directory to view |   |  |  |  |  |
|  |   | TE Teaching Ev   | Events ×  |  |  |  |  |
| Select My Calendars from the<br>dropdown menu. You can easily<br>toggle the calendar on/off to<br>check for teaching events. |   | My calendars<br>My calendars<br>Other calendars                                | rs  |  |  |  |  |
|  |   | People's calenda   | dars  |  |  |  |  |

## **Outlook Desktop Application** (p. 3-4)

| My Calendars   |                        |                 |   |   |                           |
|--|------------------------|-----------------|---|---|---------------------------|
| Right click on My Calendars                            |                        | Calen           | <u>R</u> ename Group  |   |                           |
| Select "Add Calendar," then select                     |                        | United          | D <u>e</u> lete Group                                       |   |                           |
| "From Address Book"                                    |                        | Caleni          | Remo <u>v</u> e All Calendars<br><u>N</u> ew Calendar Group |   |                           |
| A popup window will open                               |                        | 🗌 riderb        |   |   | 21 22                     |
| Type into the search bar                               |                        | SITE-V 🛅        | <u>A</u> dd Calendar  | • | From <u>A</u> ddress Book |
| teachingevents   |                        | SITE-I          | <u>A</u> rrange By Name                                     |   | From <u>R</u> oom List    |
| Click Go button  |                        | Studer          | Show All Calendars  |   | From Internet             |
| Don't forget to click the OK button!                   |                        |                 | Refresh <u>F</u> ree/Busy                                   |   | Open Shared Calendar      |
|  |                        | Other C         | Move <u>U</u> p   |   |                           |
| Select Name: Search Results - Offline Global Address L | ist                    |                 | ×   |   |                           |
| Search: OName only  More columns Address is            | Book                   |                 |   |   |                           |
|  | esults - Offline Globa | al Address List | ✓ Advanced Find   |   |                           |
| Name   | Title                  |                 | Business Phone  |   |                           |
| Teaching Events  |                        |                 |   |   |                           |
| Calendar Teaching Events                               |                        |                 |   |   |                           |
|  |                        |                 | K Cancel  |   |                           |

|                |                               | Outlook [              | Desktop Applica          | tion (pp. 3-4)             |                               |               |
|----------------|-------------------------------|------------------------|--------------------------|----------------------------|-------------------------------|---------------|
| 🛯 🔳 My Calenda |                               | 4                      |                          |                            |                               |               |
| Calen          | <u>R</u> ename Group          |                        |                          |                            |                               |               |
| 🗌 United       | D <u>e</u> lete Group         |                        |                          |                            |                               |               |
| Calence        | Remo <u>v</u> e All Calendars |                        |                          |                            |                               |               |
| 🗌 riderb       | New Calendar Group            |                        | t                        |                            | ~                             |               |
| 🗌 SITE-V 🛅     | Add Calendar                  |                        |                          |                            | ×                             |               |
| SITE-I         | <u>A</u> rrange By Name       | From <u>R</u> oom List | ook                      |                            |                               |               |
| Studer         | Show All Calendars            | From Internet          | sults - Offline Glob     | al Address List 🗸 🗛        | dvanced Find                  |               |
|                | Refresh <u>F</u> ree/Busy     | Open Shared Calend     | dar Title                | Busines                    | s Phone                       |               |
| 🗌 Other C 🛓    | Move <u>U</u> p               |                        |                          |                            | <u>^</u>                      |               |
| -              | Move Down                     | 28                     | 29                       |                            |                               |               |
|                | <                             |                        |                          |                            | ~                             |               |
|                |                               | Teaching Events        |                          |                            |                               |               |
|                | Calendar                      |                        |                          |                            |                               |               |
|                |                               |                        | Select Name: Search Resu | lts - Offline Global Addre | Cancel<br>ss List             |               |
|                |                               |                        | Search: OName only       |                            | ess Book                      |               |
|                |                               |                        | teachingevents           |                            | th Results - Offline Global A | ddress List v |
|                |                               |                        |                          | Go Searc                   | 1                             |               |
|                |                               |                        | Name                     |                            | Title                         | В             |
|                |                               |                        | Teaching Events          |                            |                               |               |
|                |                               |                        |                          |                            |                               |               |

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