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. Pages 1-2 include screenshots from the “new” Outlook on the Web. Pages 3-4 shows screenshots from the Outlook desktop application. Page 5 shows screenshots from the “Old Outlook.”

“New” Outlook on the Web (pp. 1-2)

Click on “Import Calendar”
Click on “From Directory”

Enter “Teaching Events”

Add calendar from directory

Select a person, group, or resource from your organization's directory to view the calendar.

Enter a name or email address

Add

Teaching Events

Teaching Events
teachingevents@psu.edu

Top 1 results
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!
Outlook Desktop Application (pp. 3-4)