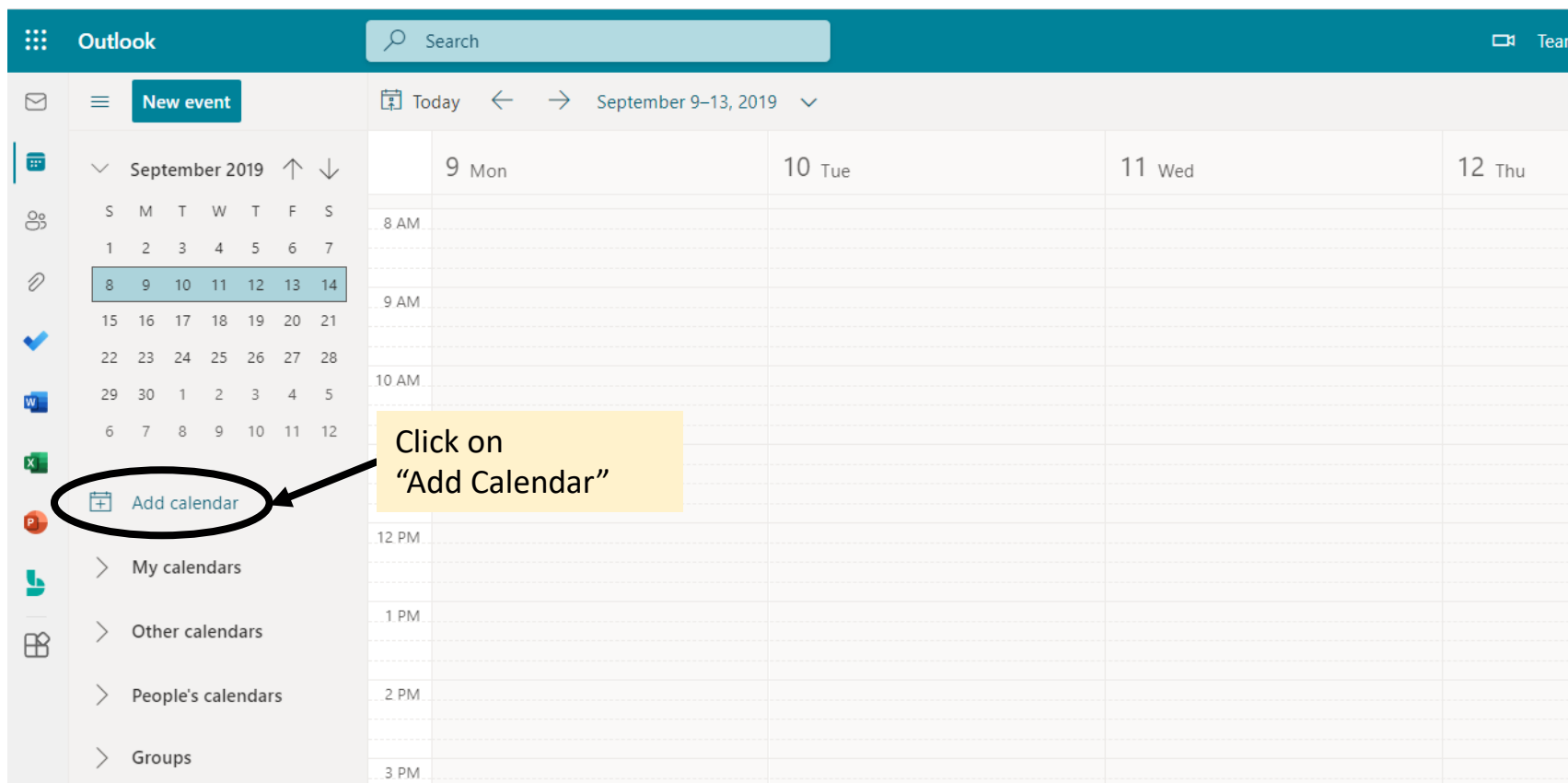


Three ways to add the “Teaching Events” calendar to your list of calendars.

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)



Outlook on the Web (pp. 1-2)

Add calendar

- Recommended
- Add personal calendars
- Edit my calendars
- Create blank calendar
- Add from directory**
- Subscribe from web
- Upload from file

Add from directory

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

Teaching Events

TE Teaching Events
teachingevents@psu.edu

Top 1 results

Enter "Teaching Events" and select

Add from directory

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

TE Teaching Events X

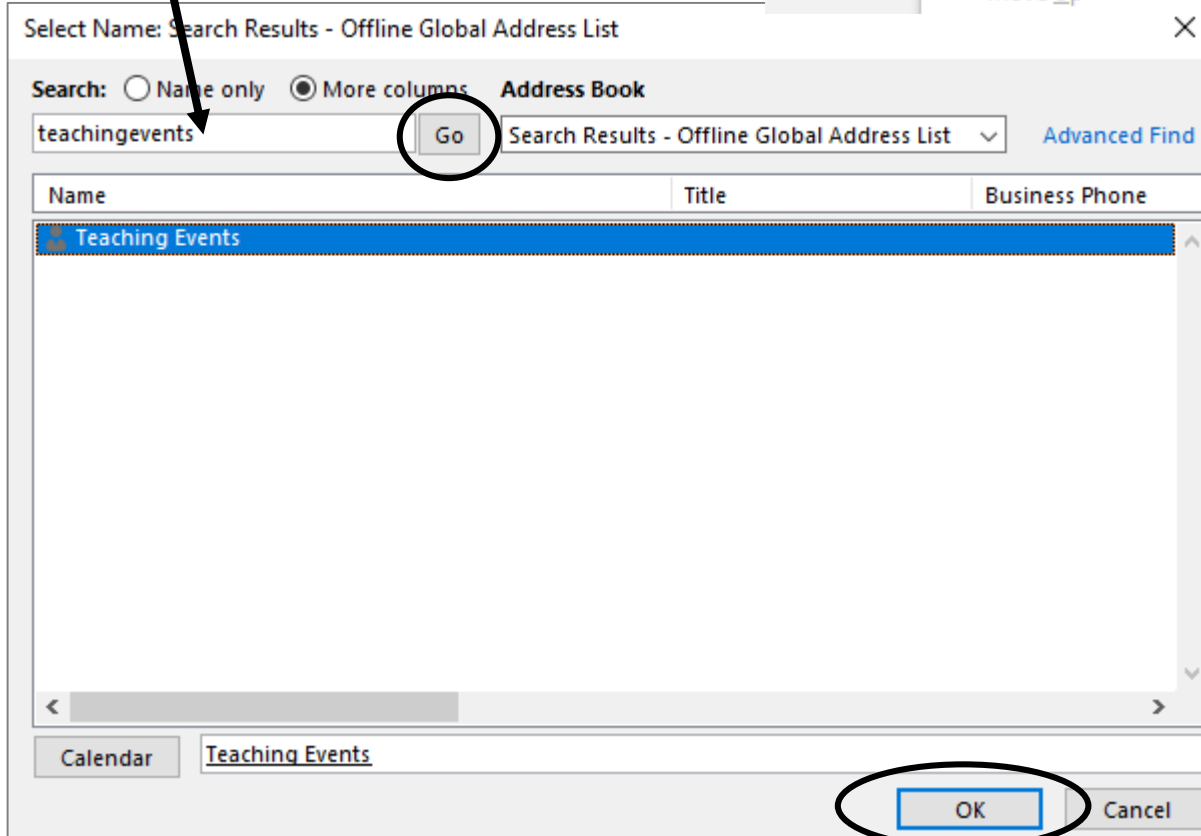
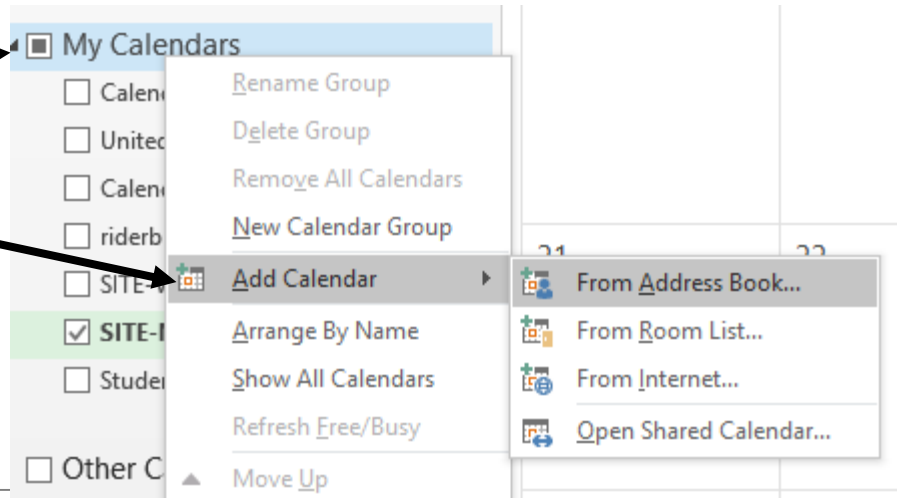
Add to

- My calendars
- My calendars
- Other calendars
- People's calendars

Select My Calendars from the dropdown menu. You can easily toggle the calendar on/off to check for teaching events.

Outlook Desktop Application (p. 3-4)

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)

My Calendars

- Calen
- United
- Calen
- riderb
- SITE-V
- SITE-I
- Studen
- Other C

Context Menu:

- Rename Group
- Delete Group
- Remove All Calendars
- New Calendar Group
- Add Calendar**
 - From Address Book...
 - From Room List...
 - From Internet...
 - Open Shared Calendar...
- Arrange By Name
- Show All Calendars
- Refresh Free/Busy
- Move Up
- Move Down

Calendar: Teaching Events

Select Name: Search Results - Offline Global Address List

Search: Name only More columns **Address Book**

teachingevents Search Results - Offline Global Address Lis:

| Name | Title | Bus |
|-----------------|-------|-----|
| Teaching Events | | |