Adding the Events Calendar in desktop Outlook

1. Go to your Calendar view in Outlook
2. Select [Open Calendar] on the top toolbar
3. Select [From Address Book]
4. Search for Events Calendar. Double-click on Events Calendar and select [OK]
5. The Events Calendar will now be added to your Shared Calendars list in Outlook
Adding the Events Calendar in Webmail

1. Go to your Calendar view in webmail
2. Select [Add Calendar]
3. Select the big blue icon in the middle of the screen that says [Add from directory]
4. Type in Events Calendar. Click on eventscalendar@ruf.rutgers.edu and click [Add]
5. The Events Calendar will now be added to your Others calendars list in webmail