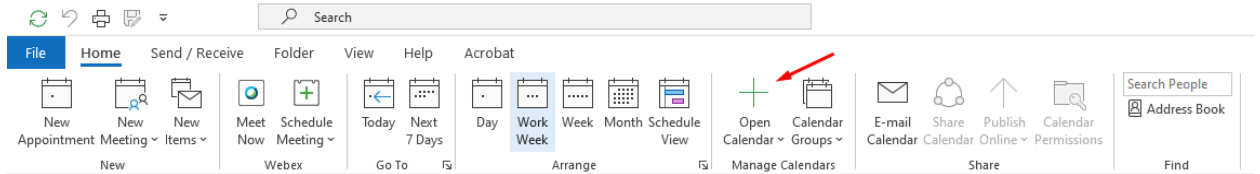
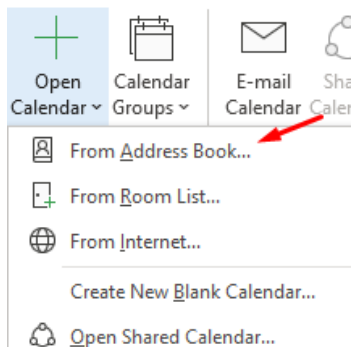


## Adding the Events Calendar in desktop Outlook

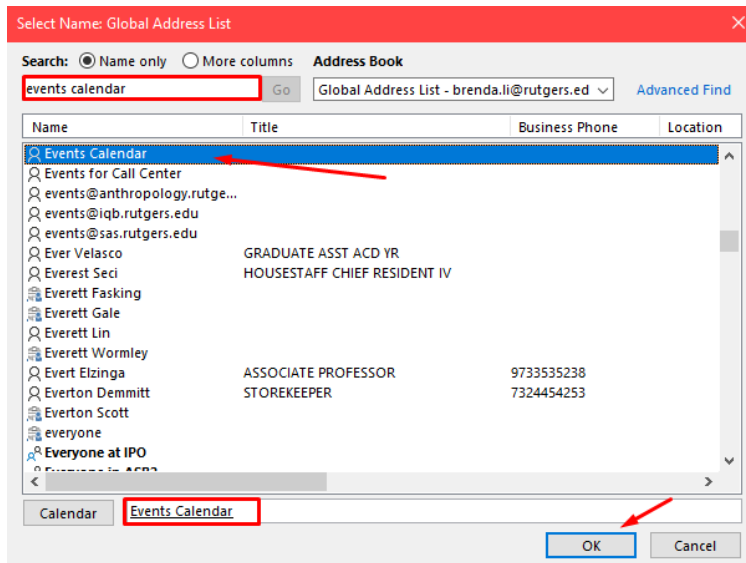
1. Go to your Calendar view in Outlook
2. Select [Open Calendar] on the top toolbar



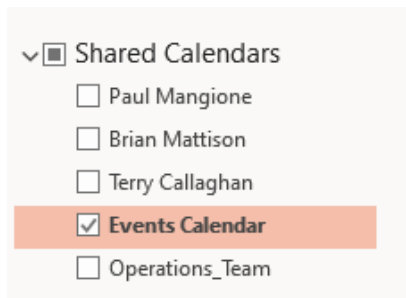
3. Select [From Address Book]



4. Search for Events Calendar. Double-click on Events Calendar and select [OK]

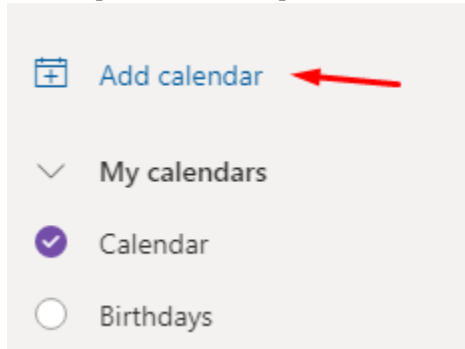


5. The Events Calendar will now be added to your Shared Calendars list in Outlook

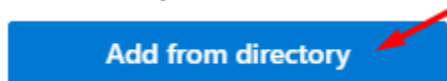


## Adding the Events Calendar in Webmail

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](mailto:eventscalendar@ruf.rutgers.edu) and click [Add]

Add from directory

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

EC Events Calendar X

Add to

Other calendars

Add

5. The Events Calendar will now be added to your Others calendars list in webmail

