Outlook 2010 for Windows

Accessing the Calendar

1. Open Outlook and switch to the Calendar.

2. Open the shared calendar.
   - In Outlook 2010, click the Open Calendar button located in the Home menu and select Open Shared Calendar.

3. Search for the Exchange account associated with the calendar by entering information in the Name field or by clicking the Name button to open the Address Book and search.

   The names of our department room resource calendars are:

   **WTU1179 (Large Conference Room)**

   **EGL0147K (Small Conference Room)**

4. In the Select Name window that appears, choose the account you are looking for and click OK.

5. Click OK in the Open a Shared Calendar window.

6. Your new calendar should appear in a different color next to your personal calendar. If an error appears, please contact Janet Alessandrini (Jalessan@umd.edu) or Pam Lloyd (Plloyd@umd.edu) to verify that you have access to the calendar.
Adding an Appointment

1. In Outlook’s Calendar screen, be sure that calendar you would like to edit is visible.

2. Either double-click on the day you would like to add an appointment or click the Appointment button that is located in the Home menu while the shared calendar is selected. To select a calendar, click on the calendar’s label tab — a selected calendar’s title will be bold.

3. Enter the Subject and Location for your appointment and choose a time with the Start time and End time fields. You may also add more information about the appointment with the main text area.

4. Verify that the appointment will be saved to the correct calendar by checking the In Shared Folder label in the bottom-right corner.

5. When your appointment options are set, click Save & Close.
Outlook 2011 for Mac

Accessing a Calendar

1. Open Outlook and switch to the Calendar.

![Mail Calendar Contacts Tasks Notes]

1. Click the Open Calendar button that is located in the Home menu.

![Home Organize Tools]

2. Search for the Exchange account associated with the calendar by entering information in the User field or by clicking the Select User button. In the Select User window that appears, choose the account you are looking for and click Select.

The names of our department room resource calendars are:

**WTU1179 (Large Conference Room)**

**EGL0147K (Small Conference Room)**

3. After a few seconds, both windows should close and your shared calendar will be added in the left pane beneath your personal calendars. Please contact Janet Alessandrini (Jalessan@umd.edu) or Pam Lloyd (Ployd@umd.edu) to verify that you have access to the calendar.
Adding an Appointment

1. In Outlook’s Calendar screen, be sure that the calendar you would like to edit is selected. Select a calendar by clicking it in the left pane.

2. Either double-click on the day you would like to add an appointment or click the Appointment button that is located in the Home menu.

3. Enter the Subject and Location for your appointment and choose a time with the Starts and Ends fields. You may also add more information about the appointment with the main text area.

4. When your appointment options are set, click Save & Close.
Outlook Web Access

Accessing the Calendar

1. In a web browser, visit email.umd.edu and log in with your Directory ID and password.
2. Click on your name located in the upper-right corner to search for and access the calendar account. The names of our department room resource calendars are:

   WTU1179 (Large Conference Room)
   EGL0147K (Small Conference Room)

3. If you are asked to set language and accessibility settings for this account, please click “ok” to continue.
4. When you have successfully logged in, you will see the following:
5. Please hit the calendar button as shown below to access the Calendar for the room:

Adding an Appointment

1. In Outlook’s Calendar screen, be sure that calendar you would like to edit is visible.

2. Either double-click on the day you would like to add an appointment or select Appointment from the “New” link
3. Enter the Subject and Location for your appointment and choose a time with the Start time and End time fields. You may also add more information about the appointment with the main text area.

4. When your appointment options are set, click Save & Close.