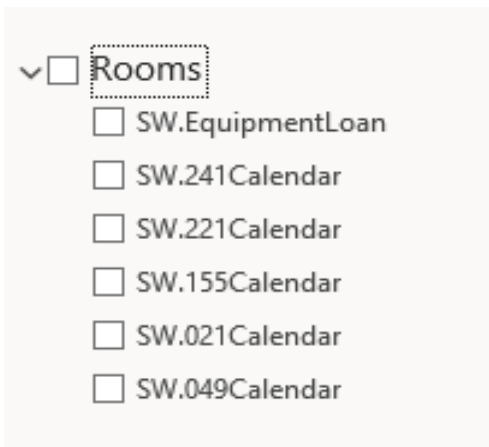


Add A Conference Room Calendar

Option 1 – Outlook client on local system

- Click on Calendar in the navigation pane
- On the calendar Home tab select “Open Calendar”, then “From Room List”
- Type in SW. in the search box
- Double click on each room calendar you want to have on your calendar list.
- Click ok
- The room calendars will show below your Room calendars:

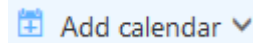


Option 2 – Outlook Web Access (SpartanMail)

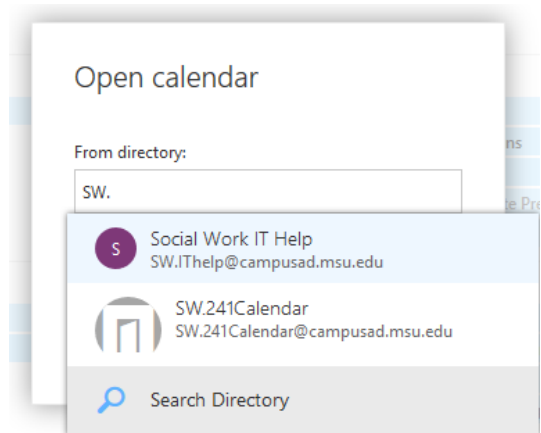
- Site: <https://mail.campusad.msu.edu>
- Click on calendar in the navigation pane in the lower left:



- At the top, click “Add Calendar”, “From Directory”:



- In the window that pops up, type “SW.”, then click “Search Directory” in the drop down that appears. Select the Calendar you wish to add:



- Click Ok to add it to the list of calendars on the left-hand side.
- The calendar will appear in the “Other Calendars” group:

