

Outlook Web Calendar:

The screenshot shows the Outlook Web interface for a Rutgers account. At the top, there's a navigation bar with icons for Home, Outlook, and Search. Below it is a calendar header with a 'New event' button. The main area displays a monthly calendar for May 2020. A red arrow points from the left towards the 'Add calendar' button, which is highlighted with a red oval. The 'Add calendar' button has a plus sign icon and the text 'Add calendar'. Below it, under 'My calendars', 'Calendar' is selected with a checked checkbox.

This screenshot shows the 'Add calendar' dialog box. It contains several options: 'Recommended' (with a lightbulb icon), 'Edit my calendars' (with a clipboard icon), 'Create blank calendar' (with a plus sign icon), 'Add from directory' (with a person icon and highlighted with a red oval), 'Subscribe from web' (with a circular icon), and 'Upload from file' (with a document icon).

Add from directory

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

des_truck_red



Start typing calendar name for system to find in directory

Add from directory

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

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Click the calendar name in the search results.

Add to

People's calendars

Add

You will see it with an account badge

With access to multiple calendars, you can *check* or *uncheck* the calendars you wish to view/overlay.

The screenshot shows the Outlook web interface for a user named Michael Ferner. The top navigation bar includes a 'Calendar - Michael Ferner - Outlook' tab, a search bar, and a date range selector for 'June 28 – July 4, 2020'. On the left, there's a sidebar with a 'New event' button and a 'My calendars' section. This section is circled in yellow and lists four calendars: 'Calendar' (checked), 'des_room_223' (unchecked), 'des_room_323' (unchecked), and 'des_room_334' (checked). The main calendar grid shows June 28 through July 4, 2020. A blue event titled 'DES Staff Meeting - Webex' is scheduled for Monday, June 29, from approximately 3 PM to 4 PM. The event details include the URL <https://rutgers.webex.com/rutgers> and a participant name, Anthony Broccoli.

When adding to a calendar, you can select from **checked** calendars with the drop down list. Your default calendar is typically called “Calendar”. **Unchecked** calendars do not appear in the drop down list.

