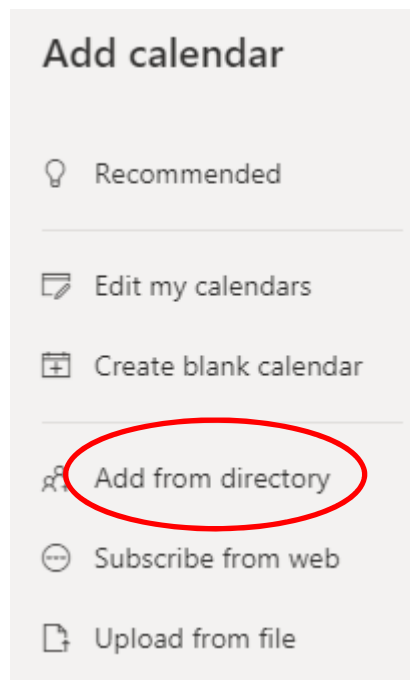
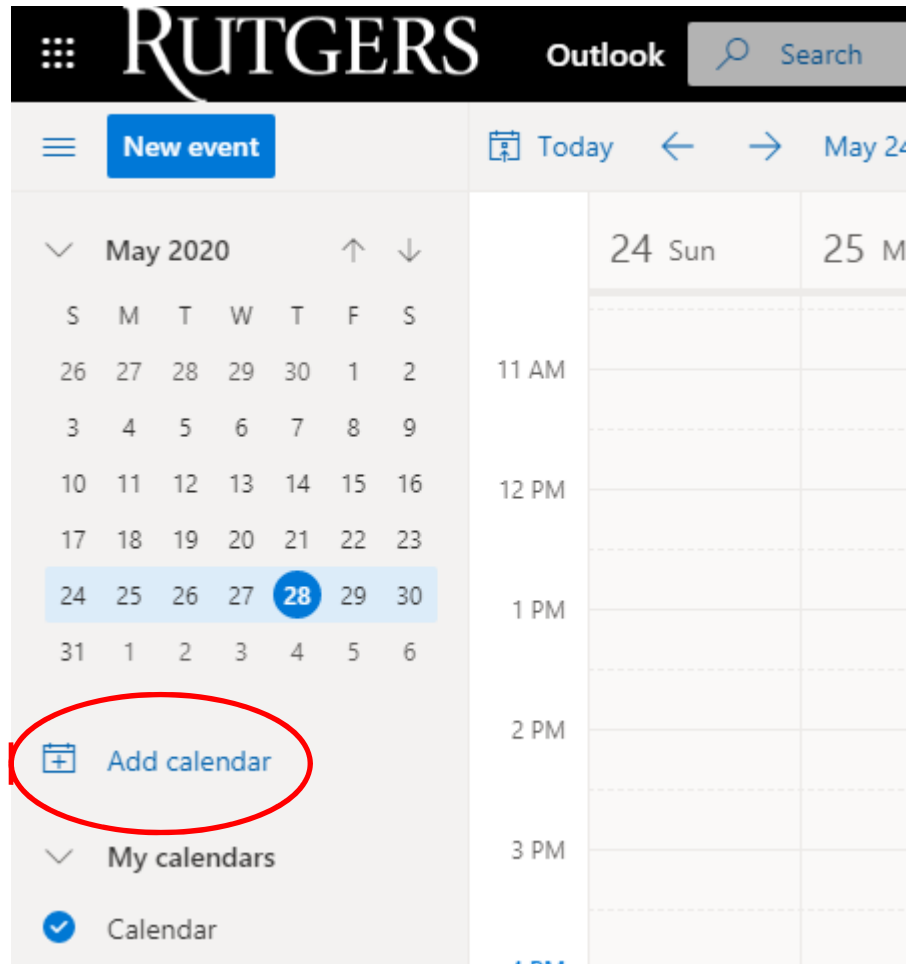


Outlook Web Calendar:



Add from directory

Select a person, group, or resource from your organization

des_truck_red|

 des_truck_red
des_truck_red@envsci.rutgers.edu

Top 1 results

Start typing
calendar name for
system to find in
directory

Add from directory

Select a person, group, or resource from your organization

 des_truck_red X

Add to

People's calendars

Add

Click the calendar
name in the search
results.

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 Michael Ferner. The main calendar view displays the week of June 28 to July 4, 2020. On the left, the 'My calendars' list is circled in yellow, showing the following status:

- ☒ My calendars
- ☒ Calendar
- ☒ des_room_223
- ☐ des_room_323
- ☒ des_room_334

The main calendar view shows a meeting titled "DES Staff Meeting - Webex" on Monday, June 29, from 3 PM to 4 PM. The meeting details include the URL <https://rutgers.webex.com/rutgers> and the organizer 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.

