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:

Rooms
SW.EquipmentLoan
SW.241Calendar
SW.221Calendar
SW.155Calendar
SW.021Calendar
SW.049Calendar

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":

🛅 Add calendar 🗸

• 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:

Oper	n calendar	
From dir	ectory:	ns
SW.		te
S	Social Work IT Help SW.IThelp@campusad.msu.edu	
(SW.241Calendar SW.241Calendar@campusad.msu.edu	
P	Search Directory	

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

