## Accessing Calendar

To access your calendar, go to your campus site and click on the Calendar option located on the left-hand side of the home page.

## Connect to Outlook

Above the calendar you will find tabs.

1. Select the Calendar Tab
2. Select Connect to Outlook. This will start the process to connect this calendar with your desktop Outlook. This WILL NOT WORK with the web version of Outlook.

## Allow Access

A pop-up screen will ask for permission to access your Outlook account. Select Allow.

## Viewing Calendar

In desktop Outlook, you will see options in the bottom left of the screen for viewing. Select Calendar. See Regular and Compact view examples above.

## Calendar Options

By default, calendars are shown in side-by-side mode. Use the arrow next to the calendar name to move it to an overlay mode. Click the arrow again to go back to side-by-side.

If you use a mobile device, Outlook only allows you to view your personal calendar on it. You cannot add your campus calendar. An option is to copy the events you need to your personal calendar.

From the side-by-side view, click and drag each event you want to copy to your personal calendar. A copy of that event will be placed on your personal calendar which is then viewable on your device.