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.

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**.

By default, your personal calendar is displayed. You can choose to view multiple calendars at once. Use the **Other Calendar** options on the left-hand side of the screen to choose which calendars are in view.

**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 your personal calendar. A copy of that event will be placed on your personal calendar which is then viewable on your device.