

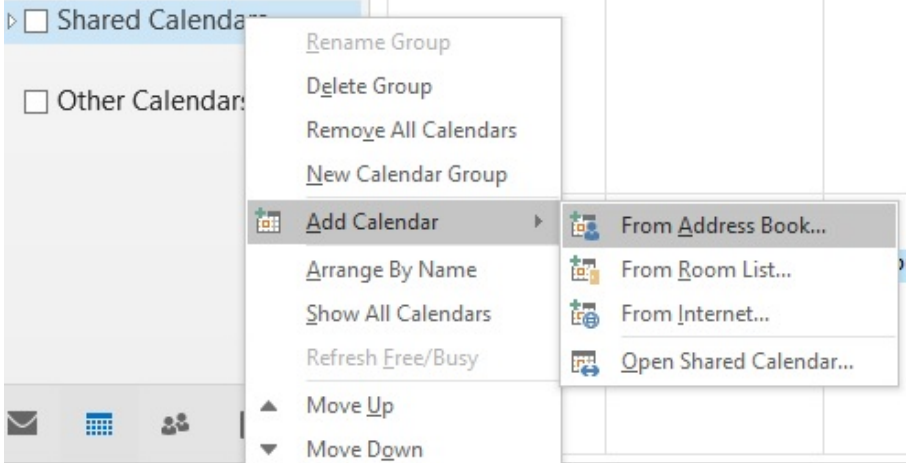
Email - How to Add Resource or Location Account (Calendar) to Outlook 2016 (Windows)

Issue/Problem

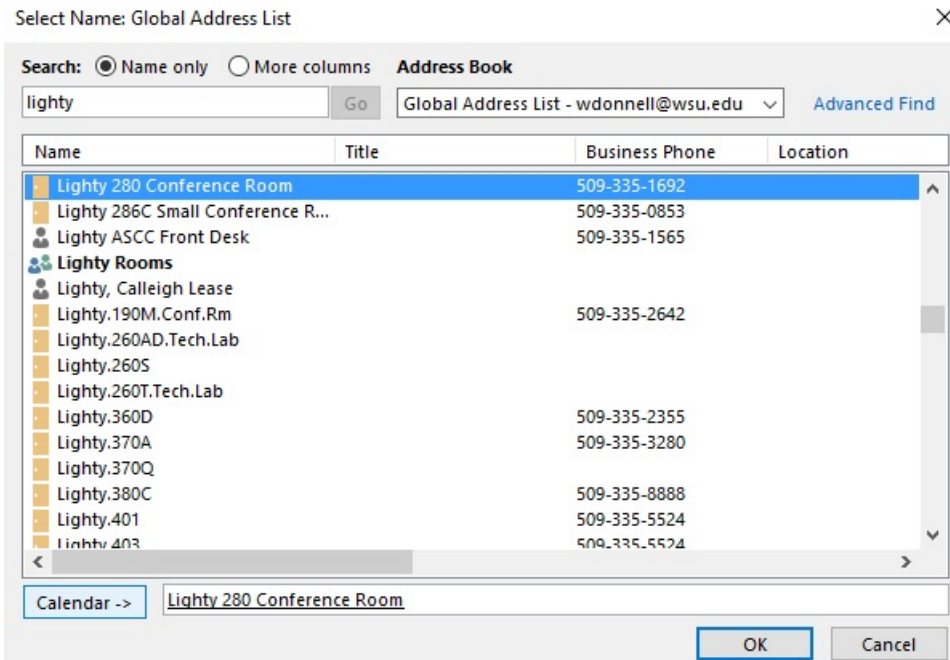
- User needs to add a Resource or Location Account Calendar they have access to on Outlook 2016 (Windows).

Solution

- In Outlook 2016 (Windows), go to your Calendar (click on the small Calendar Icon on the bottom left).
- On your list of Calendars, right-click on "Shared Calendars" and choose **Add Calendar > From Address Book**.



- Find and select (click once—it should turn blue) the Resource or Location Account Calendar in the Global Address List, then click the "Calendar" button to add it into the box. Then click "OK."



- The Resource or Location Calendar you selected should load up next to your own calendar on the right side.

The screenshot shows the Outlook calendar interface. At the top, there is a ribbon with tabs for File, Home, Send / Receive, Folder, View, ADOBE PDF, Appointment, and Tell me what you want to do. Below the ribbon are various action buttons like Open, Delete, Forward, Meeting Notes, Invite Attendees, Show As, Reminder, Recurrence, Categorize, and Tags. The main area displays two calendar views for August 2018. The left view is for 'Calendar - wdonnell@wsu.edu' and the right view is for 'Lighty 280 Conference Room'. Both views show a weekly grid with dates from July 29 to August 4. The 'Calendar - wdonnell@wsu.edu' view shows an 'OUT OF OFFICE' event on August 2nd from 8:00a to 8:00a. The 'Lighty 280 Conference Room' view shows a meeting on August 1st from 8:30a to 9:00a and another meeting on August 2nd from 9:00a to 9:00a. The interface also includes a search bar and weather information for Pullman, Washington (70° F / 51° F).