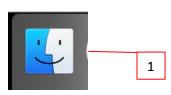
Center for Faculty Development Calendar

Adding a calendar to Outlook on a Mac

Steps 1-3: Open Outlook

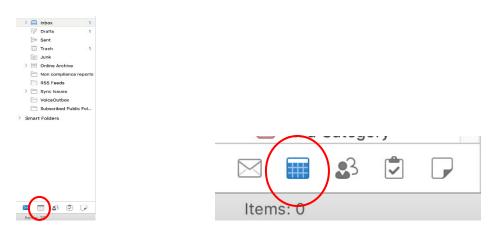


2

Select Applications than Microsoft Outlook



Step 4: Locate the calendar option on the bottom of the left side of the screen.



Step 5: Select Open Calendar

File	Home	Send / R	eceive Fold	er View	Adobe P	DF	♀ Tell	me wha	t you want	to do						
New Appointme	New ent Meeting	New • Items •	New Skype Meeting	Today Next Days	7 Day	Work Week	Week	Month	Schedule View	Open Calendar	Calendar • Groups •	E-mail Calendar	Share Calendar	Publish Online •	Calendar Permissions	Search People
	New		Skype Meeting	Go To	G.		Arrange		G.	Manage	calendars		S	hare		Find

A new box will pop up.

	Open Cal	lendar	
Q Search	n for a person		
		Cancel Open	

Steps 6-8: Type Center in the box, select Center for Faculty Development, and then Open.

Open Calendar	
Q Center	`
Center for Executive Education 281-283-3122	
CF Center for Faculty Development FACULTYDEVELOPMENT@UHCL.edu	6
CF Center for Professional Development 281 283-3612	
CF Center for Robotics Software 281 283-3825	7
Cancel Open	
	8

The calendar will open on your screen next to your office calendar. Note: The CFD calendar should be checked to display on your screen.

SMTWTFS	Center for F	ac a						+ ortizver@	o
28 29 30 1 2 3 4 5 6 7 8 9 10 11	20 Sum	27 Mon	28 Tue	29 Wed	30 Thu	31 Fri	1 Sat	26 Sun	27
12 13 14 15 16 17 18	20 0011	Memorial &		20 1100	U Ind	or m	1 Out	-	/
19 20 21 22 23 24 25									
26 27 28 29 30 31 1	8 AM								
▼ 🗹 Calendar									
No Category									
Adjuncts	9 AM								
CFD	9:22 AM								
CFD Event	9.22 AM								
College Meetings									
CPDT	10 AM								
HFA									
HSH									
🗹 Lauren	11 AM								
🗹 Lauren - Band									
🗹 Lauren - Volleyball									
Minutes									
✓ Other Offices	12 PM								
V Personal									
Purple Category									
Red Category	1 PM								
✓ ViewMail									
Center for Faculty Develop									
	2 PM								
Chared Calendars	2 111								
Center for Faculty Devel	2								
		Calendar s	should be	checked					
	3 PM	Calcilluar		CHECKEU					
	L		_						
🖂 📰 🕹 🗇 🖓									
- Items: 13									

Congratulations! You can view the Center for Faculty Development calendar.