Center for Faculty Development Calendar

Adding calendar to Outlook on a PC

Step 1: Open Microsoft Outlook



Step 2: From the left side of the screen (on the bottom) select the calendar



Step 3: From the Ribbon bar; 1. Select "Open Calendar"; 2. Select "Open Shared Calendar"



Step 5: There are two options for this step.

1. Type "Center for Faculty Development" in the Name box than select Center for Faculty Development.

Open a Shared Calendar $ imes$		Check Names	\times	
Name Center for Faculty Development OK Cancel		Microsoft Outlook found more than one "Center for Faculty Development". Select the address to use:		
1	<	Name Title Bartsch Robert A Program Director Center for Faculty Development Program Count 1	Bus 2 ^	2
		<	>	
		Properties Show More Names New Contact OK C	ancel	

or

2. Click on Name for the Outlook address book. Enter "Center for Faculty Development" in the search box. Select Center for Faculty Development. Click OK

	Search: Name only More columns center for faculty development Go	Global Address List -	OrtizVer@uhcl.edu	✓ Advanced Find
	Name	Title	Business Phone	Location D
Open a Shared Calendar ×	Center for Faculty Development Center for Robotics Software Center for Robotics Software Central Plant F CEP CEP Activities Cepeda Trevino, Arely Cepeda, Cecilia I Cepeda, Cecilia I Cepeda, Sammuel J Cepeda, Sammuel J Cepeda-Torres, Glenda Cerar, Katie Hannah Cerda, Anita Cerda, Anita	амс: 3	281 283-3612 281 283-3825 281-283-2240	Center for Profess Center for Robotic C602
	Cerda, Jessica		713-859-7400	~
	<			> DK Cancel

Calendar will open on your screen.



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