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.

![Diagram of opening a shared calendar and checking names]

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

![Diagram of searching for and selecting Center for Faculty Development]
Calendar will open on your screen.

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