UNIVERSITY CALENDARS

How to add and access a University calendar

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If you’ve already added the calendar to your Outlook profile it should automatically become visible on OWA. If it does not, take the following steps to add it.

1. Sign into your account on OWA (http://email.miami.edu)
2. Click the Calendar tab.
3. Right click Other calendars.
4. Click Open calendar.
5. In the Open Calendar window, type the name of the calendar you wish to add into the **From Directory** field and press Enter to search the Address List for it.

6. Once located, click the room and then click **Open**.

7. The room will appear underneath the **Other calendars** heading.

8. Check the box next to the room, if it’s not already checked, to view its contents.
1. With Outlook open, click the Calendar tab.

2. Click the Open Calendar drop down menu and select Open Shared Calendar.
3. In the Name field enter the name of the calendar you wish to add and click OK.

![Open a Shared Calendar](image)

   a. If you’re not sure of the calendars name click the **Name** button to open up the search window and search for the calendar.
   b. Once you’ve located it, select the name and click **OK**.

![Select Name: Offline Global Address List](image)
4. Click **OK** in the Open a Shared Calendar window.

![Open a Shared Calendar window](image)

5. The calendar will appear underneath the “Shared Calendars” heading on the calendar list.

6. Check the box next to the calendar, if it’s not already checked, to view its contents.

![Calendar list with checked box](image)
Outlook 2011 for Mac

1. With Outlook open, click the Calendar tab on the left side of the window.

2. Click File > Open > Other User’s Folder... the Open Calendar icon on the Home ribbon at the top of the window.
3. In the Name field enter the name of the calendar you wish to add and click OK.

   a. If you’re not sure of the calendar’s name click the Address Book icon to open up the search window.

   b. In the Search window that appears, type in the name of the calendar and click Find.

   c. Once you’ve located it, select the name and click OK.
4. Click **OK** in the Open Other User’s Folder window.

![Open Other User's Folder window](image)

5. The calendar will appear underneath the “Shared Calendars” heading on the calendar list.

6. Check the box next to the calendar, if it’s not already checked, to view its contents.

![Calendar list](image)
How to Remove a University Calendar

Outlook Web App (http://email.miami.edu)

1. Sign into http://email.miami.edu, click the Calendar tab at the top of the window.

2. Right-click on the calendar you want to remove and click Remove from the menu.

3. The calendar no longer appears in your list of calendars.
Outlook 2010/2013

1. With Outlook open, click the Calendar tab at the bottom of the window.

2. Right-click on the calendar you want to remove and click Delete Calendar from the menu.

3. The calendar no longer appears in your list of calendars.
1. With Outlook open, click the Calendar tab on the left side of the window.

2. Right-click on the calendar you want to remove and click Remove from View.

3. The calendar no longer appears in your list of calendars.