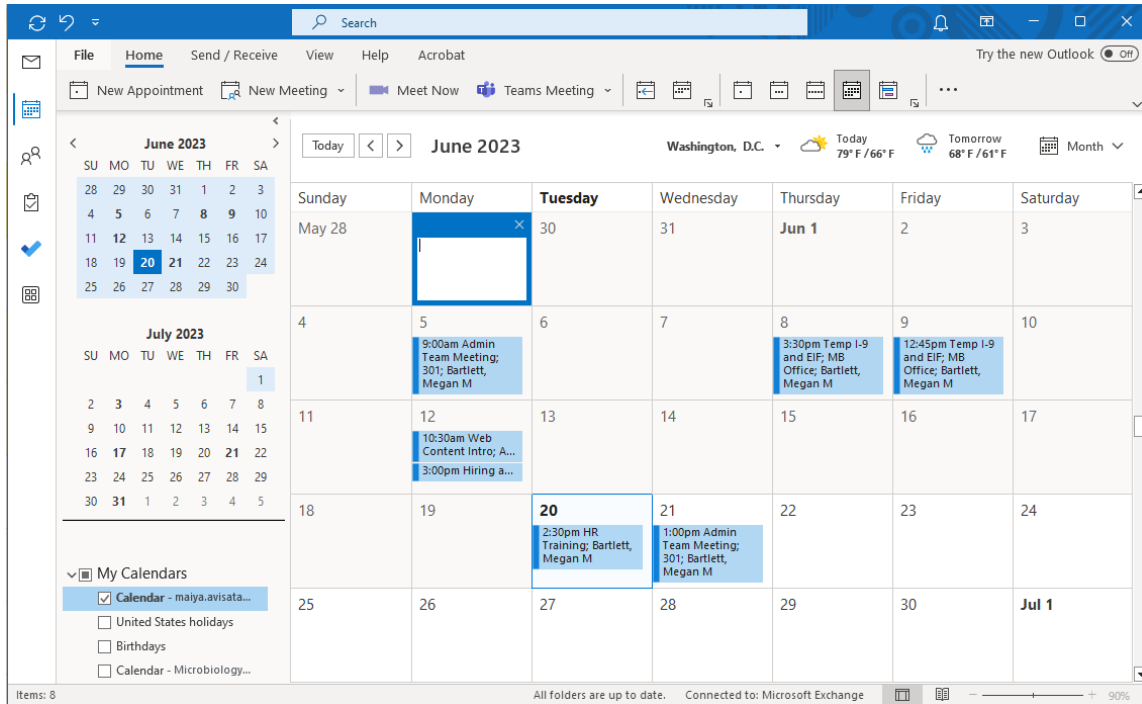
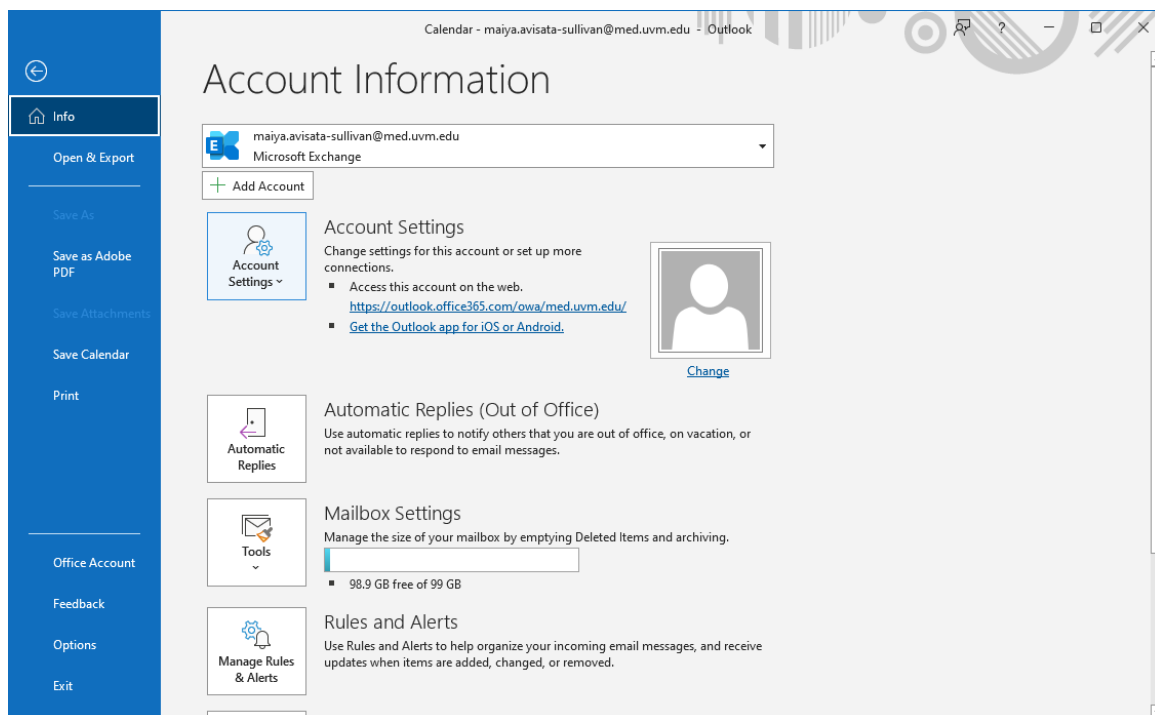


# Instructions for Adding MMG Room Calendars to Outlook

QUICK NOTE: You can't just add the room to the location as reserving the room. You will need to go to the calendar itself and make an "appointment" to actually reserve the room. By simply adding the room as the location of the meeting, the room calendar will still show blank and others can then reserve the space as well. Nowhere on campus (except BSL3) is as simple as just adding the room in the location field of the meeting request, unfortunately.



Go to "Calendar" on Outlook, click "File" from the tool bar.



Click "Account Settings", then click "Account Settings" again from the drop-down menu.

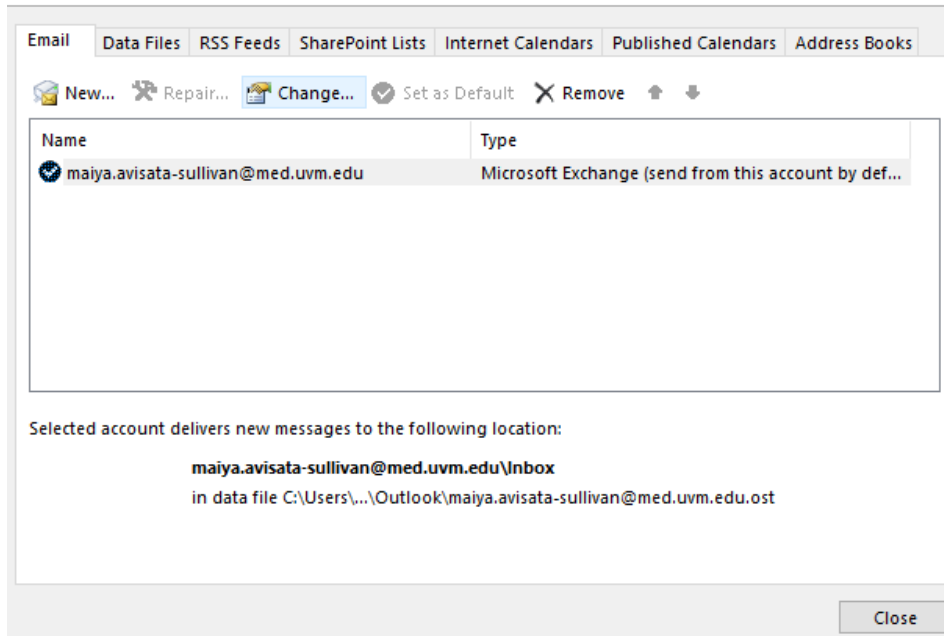
## Instructions for Adding a Calendar on to Outlook

Account Settings



### Email Accounts

You can add or remove an account. You can select an account and change its settings.



Then click “Change...”



### Exchange Account Settings

maiya.avisata-sullivan@med.uvm.edu

#### Offline Settings

Use Cached Exchange Mode to download email to an Outlook data file

Download email for the past:

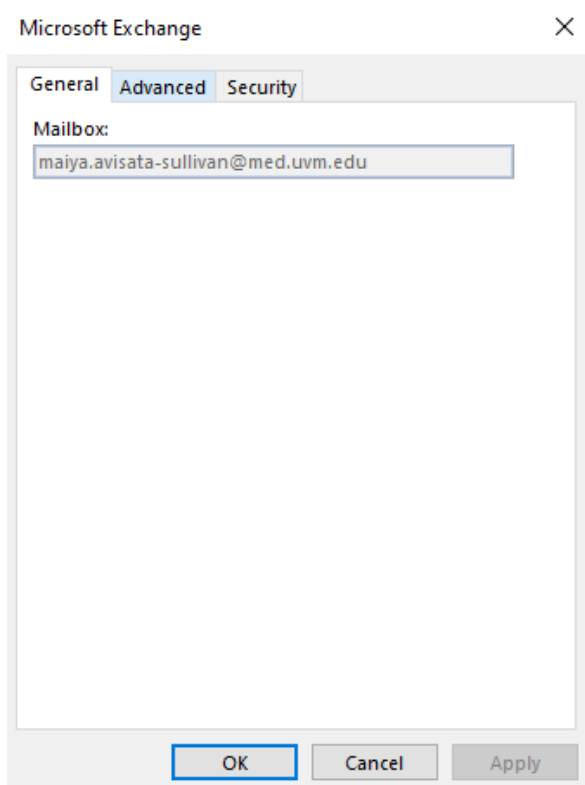
\_\_\_\_\_ 1 year

More Settings

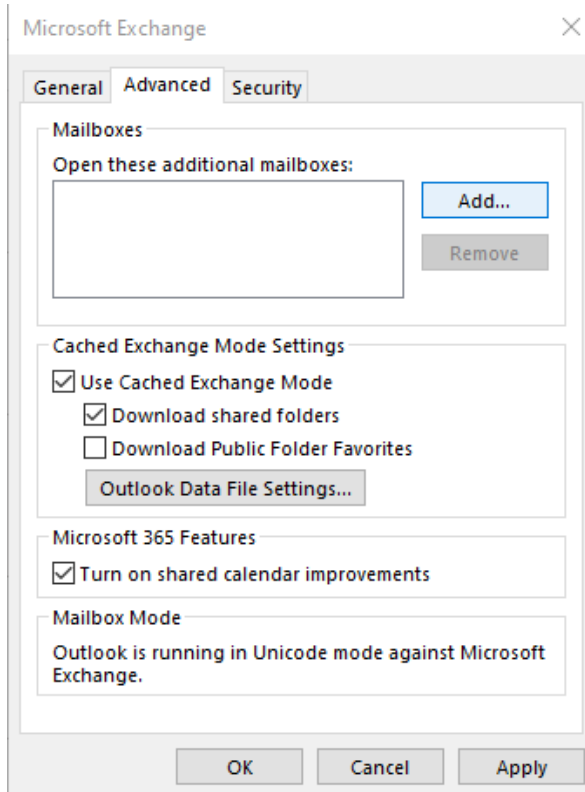
Next

Then click on “More Settings...”

## Instructions for Adding a Calendar on to Outlook

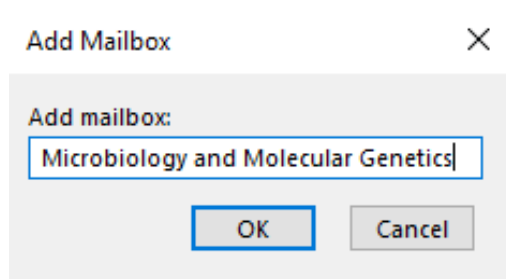


Click "Advanced"

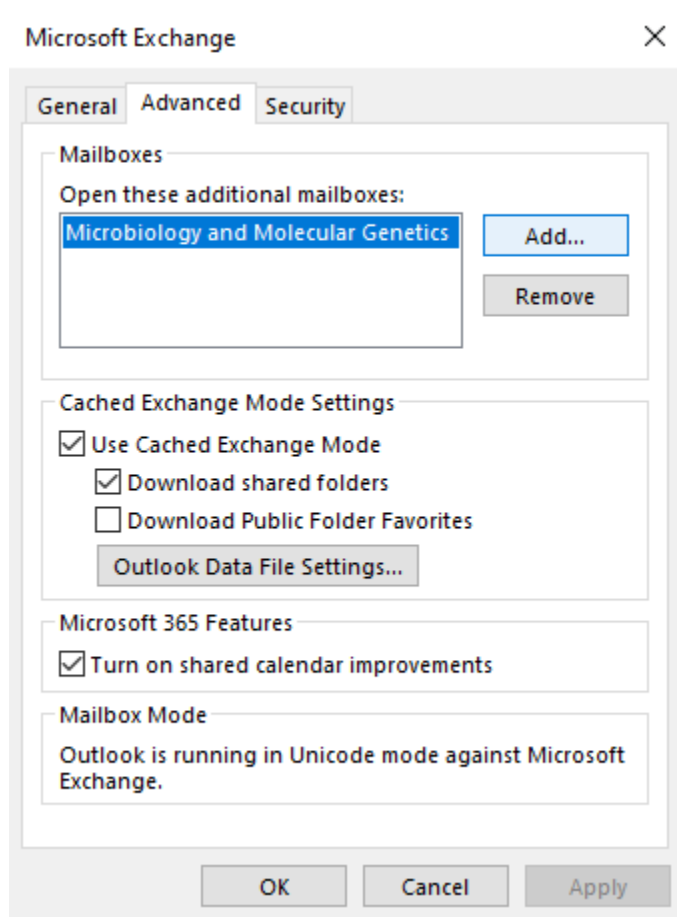


Click "Add..."

## Instructions for Adding a Calendar on to Outlook



Add desired mailbox, click OK



Click "Add.." and then click "Apply", then click "OK".

## Instructions for Adding a Calendar on to Outlook



### Exchange Account Settings

maiya.avisata-sullivan@med.uvm.edu

#### Offline Settings

Use Cached Exchange Mode to download email to an Outlook data file

Download email for the past:

—————|————— 1 year

More Settings

Next

Click “Next”



 Outlook

Account successfully updated

**You need to restart Outlook for these changes to take effect.**

Done

Click “Done”.