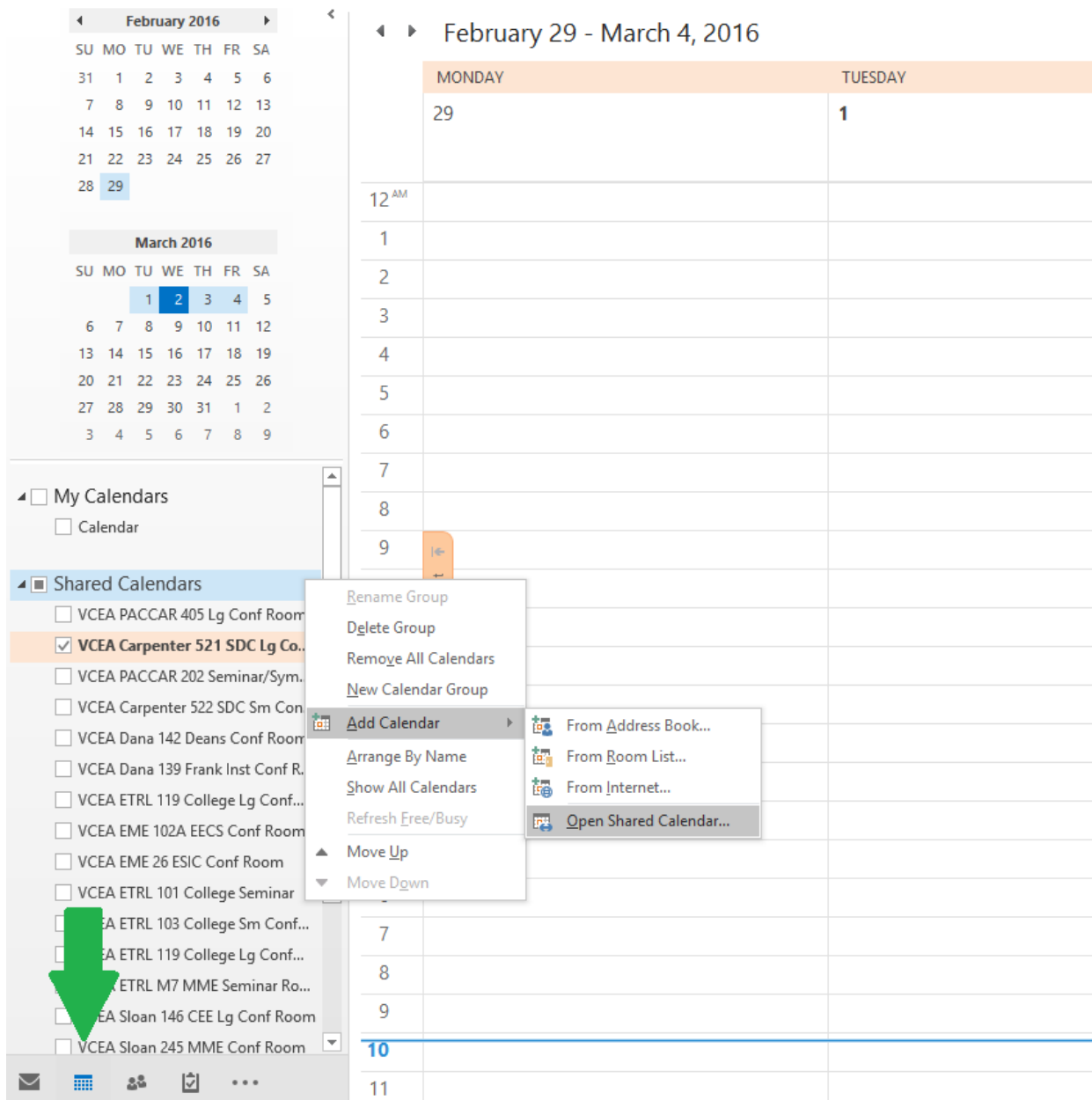


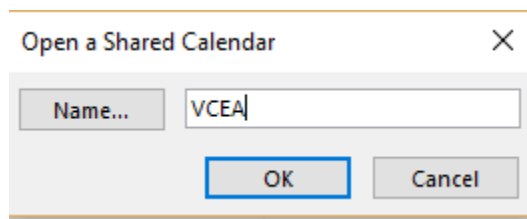
## Viewing VCEA Calendars Using Outlook Desktop Client

Depending on the version of Microsoft Office you are using (Microsoft 2010, 2013 or 2016), and your personalization to its look and feel, what you see may be a little different than what is captured below. The procedures, however, should be similar.

Open up Microsoft Outlook. Once it has opened, select the calendar tab, usually found at the bottom of the window – the green arrow in the image below notes it's common location. You should then see a view of your calendar. Right click on “Shared Calendars” highlighted in blue below → select “Add Calendar”, → select “Open Shared Calendar...”



A dialog box will open. Type in VCEA and click on the “OK” button.

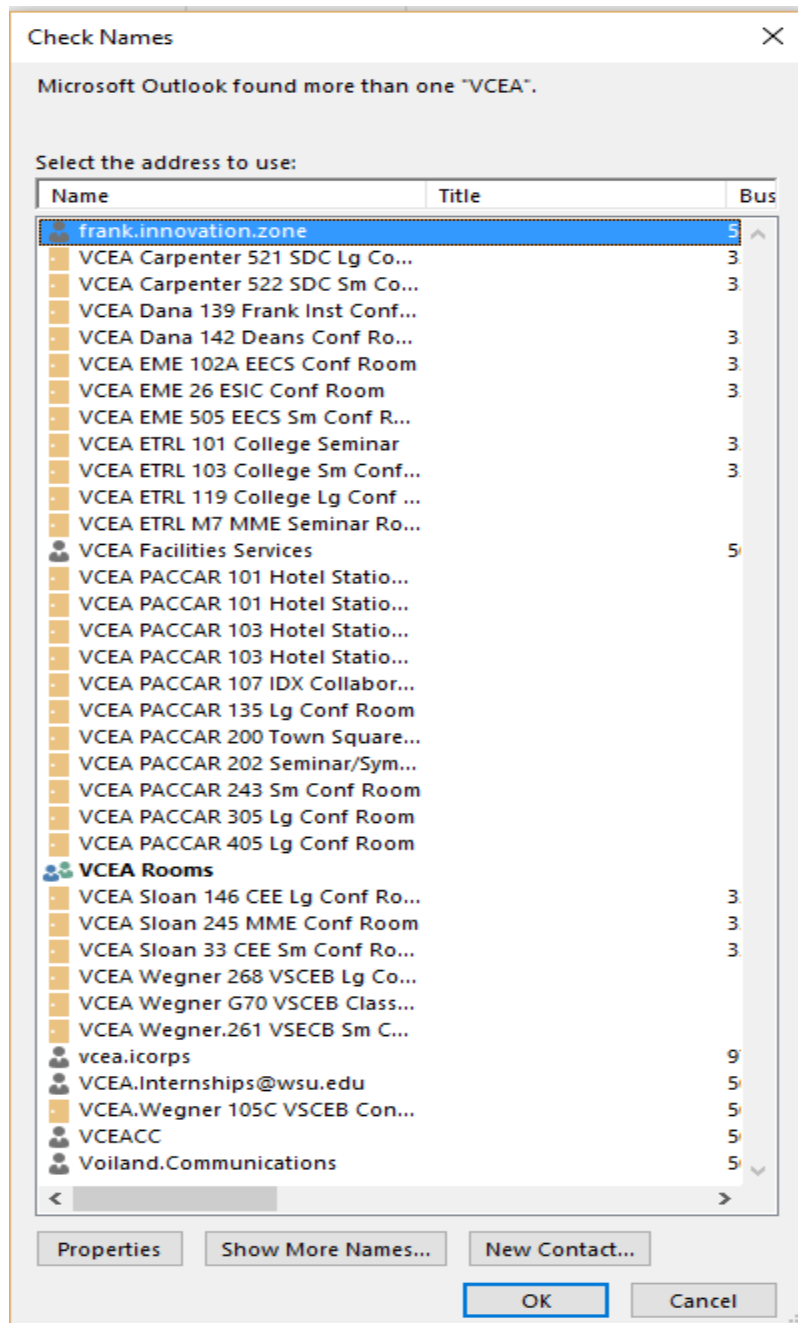


Open a Shared Calendar

Name... VCEA

OK Cancel

A list of resources that begin with VCEA will open. Select the calendar you wish to view and it will open for you.



Check Names

Microsoft Outlook found more than one "VCEA".

Select the address to use:

Name	Title	Bus
frank.innovation.zone		5
VCEA Carpenter 521 SDC Lg Co...		3
VCEA Carpenter 522 SDC Sm Co...		3
VCEA Dana 139 Frank Inst Conf...		
VCEA Dana 142 Deans Conf Ro...		3
VCEA EME 102A EECS Conf Room		3
VCEA EME 26 ESIC Conf Room		3
VCEA EME 505 EECS Sm Conf R...		3
VCEA ETRL 101 College Seminar		3
VCEA ETRL 103 College Sm Conf...		3
VCEA ETRL 119 College Lg Conf ...		
VCEA ETRL M7 MME Seminar Ro...		
VCEA Facilities Services		5
VCEA PACCAR 101 Hotel Statio...		
VCEA PACCAR 101 Hotel Statio...		
VCEA PACCAR 103 Hotel Statio...		
VCEA PACCAR 103 Hotel Statio...		
VCEA PACCAR 107 IDX Collabor...		
VCEA PACCAR 135 Lg Conf Room		
VCEA PACCAR 200 Town Square...		
VCEA PACCAR 202 Seminar/Sym...		
VCEA PACCAR 243 Sm Conf Room		
VCEA PACCAR 305 Lg Conf Room		
VCEA PACCAR 405 Lg Conf Room		
<b>VCEA Rooms</b>		
VCEA Sloan 146 CEE Lg Conf Ro...		3
VCEA Sloan 245 MME Conf Room		3
VCEA Sloan 33 CEE Sm Conf Ro...		3
VCEA Wegner 268 VSCEB Lg Co...		
VCEA Wegner G70 VSCEB Class...		
VCEA Wegner.261 VSECB Sm C...		
vcea.icorps		9
VCEA.Internships@wsu.edu		5
VCEA.Wegner 105C VSCEB Con...		5
VCEACC		5
Voiland.Communications		5

Properties Show More Names... New Contact...

OK Cancel

You can repeat this with other VCEA calendar for each room you’d like to view.

Each time you go through this process, the specific calendar(s) will be added to your list of calendars and be there each time you open this specific Outlook desktop client (if you have more than one computer you are using the Outlook

desktop client from you may have to do this at each computer). These calendars will continue to be available until you right click on the calendar and select “Remove Calendar”. You can add it back in again at any time.

31 1 2 3 4 5 6  
7 8 9 10 11 12 13  
14 15 16 17 18 19 20  
21 22 23 24 25 26 27  
28 29

March 2016  
SU MO TU WE TH FR SA  
1 2 3 4 5  
6 7 8 9 10 11 12  
13 14 15 16 17 18 19  
20 21 22 23 24 25 26  
27 28 29 30 31 1 2  
3 4 5 6 7 8 9

My Calendars  
☐ Calendar

Shared Calendars  
☐ VCEA PACCAR 405 Lg Conf Room  
☒ VCEA Carpenter 521 SDC Lg Co...  
☐ VCEA PACCAR 202 Seminar/Sym...  
☐ VCEA Carpenter 522 SDC Sm Con...  
☐ VCEA Dana 142 Deans Conf Room  
☐ VCEA Dana 139 Frank Inst Conf R...  
☐ VCEA ETRL 119 College Lg Conf...  
☐ VCEA EME 102A EECS Conf Room  
☐ VCEA EME 26 ESIC Conf Room  
☐ VCEA ETRL 101 College Seminar  
☐ VCEA ETRL 103 College Sm Conf...  
☐ VCEA ETRL 119 College Lg Conf...  
☐ VCEA ETRL M7 MME Seminar Ro...  
☐ VCEA Sloan 146 CEE Lg Conf Room  
☐ VCEA Sloan 245 MME Conf Room

MONDAY

29

12 AM

1

2

3

4

5

6

7

8

9

10

11

12 PM

1

2

3

4

5

6

7

8

9

10

11

Previous Appointment