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 its 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.

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

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.