

Viewing VCEA Calendars Using Outlook Connect Online Email Client

Open an internet browser

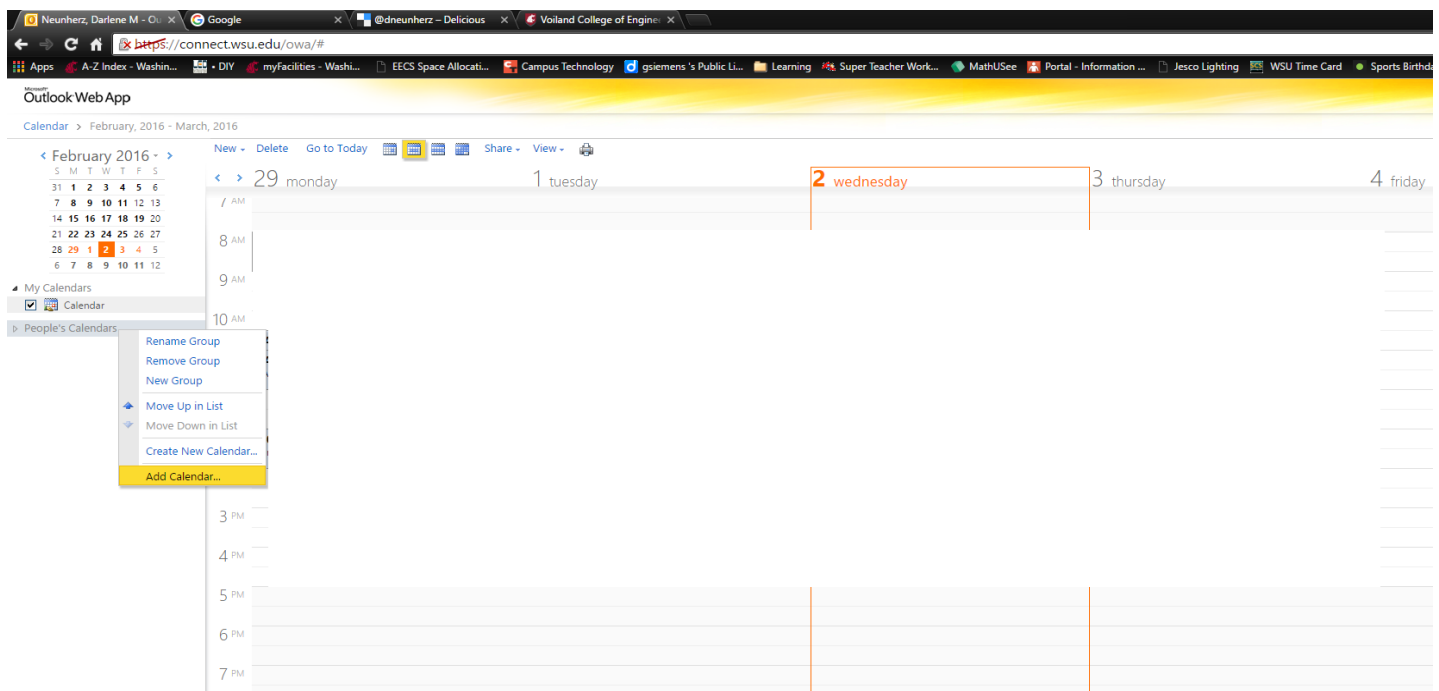
Type or paste in the following URL: <https://connect.wsu.edu>

Enter your credentials (User name: ad\your name Password: your password)

The Connect email client should open for you, with your email and calendar items synched up to your desktop Outlook Exchange email and calendaring client.

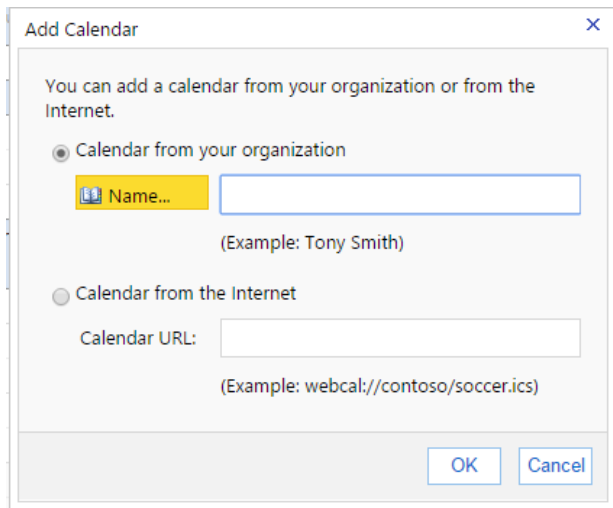
Open your calendar

Right click on “Peoples Calendars” and choose “Add Calendar”



A dialog box will appear.


Make sure the radial button next to “Calendar from your organization” is selected, type VCEA into the “Name...” text box, and click on the “OK” button.



Add Calendar

You can add a calendar from your organization or from the Internet.

☒ Calendar from your organization

 Name...

(Example: Tony Smith)

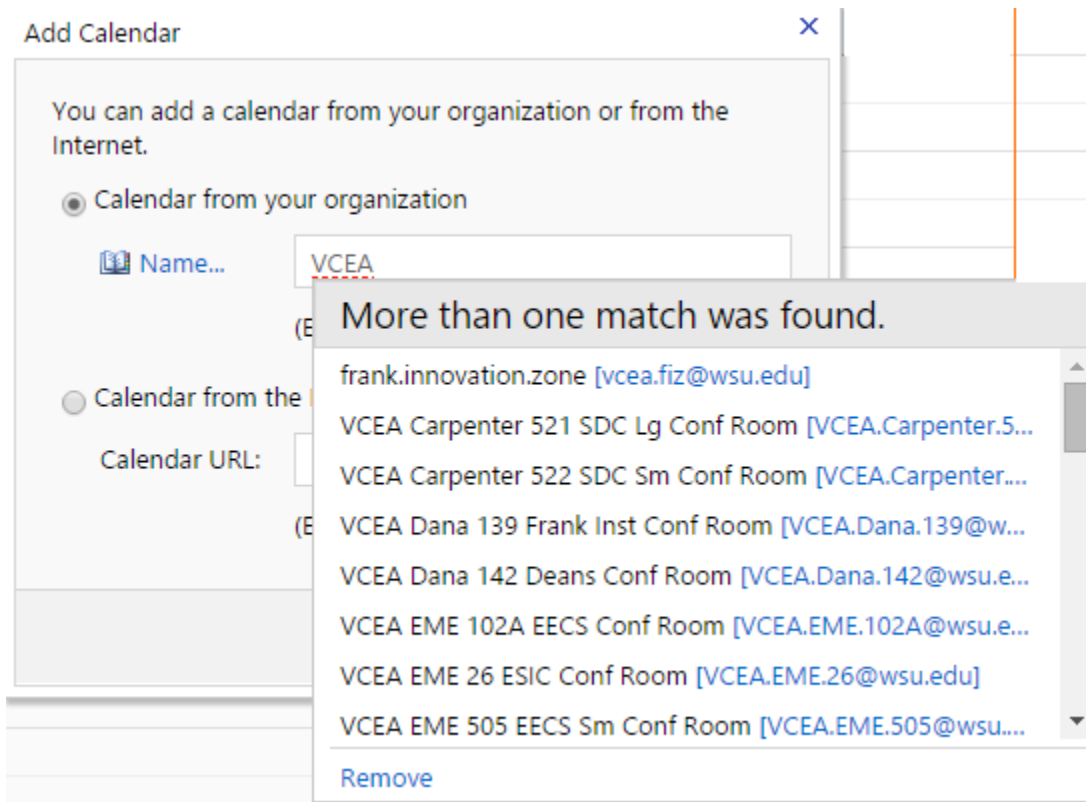
☐ Calendar from the Internet

Calendar URL:

(Example: webcal://contoso/soccer.ics)

OK Cancel


A list will come up and you can select the calendar you’d like to view.



Add Calendar

You can add a calendar from your organization or from the Internet.

☒ Calendar from your organization

 Name...

(Example: Tony Smith)

☐ Calendar from the Internet

Calendar URL:

(Example: webcal://contoso/soccer.ics)

More than one match was found.

- frank.innovation.zone [vcea.fiz@wsu.edu]
- VCEA Carpenter 521 SDC Lg Conf Room [VCEA.Carpenter.5...]
- VCEA Carpenter 522 SDC Sm Conf Room [VCEA.Carpenter....]
- VCEA Dana 139 Frank Inst Conf Room [VCEA.Dana.139@w...]
- VCEA Dana 142 Deans Conf Room [VCEA.Dana.142@wsu.e...]
- VCEA EME 102A EECS Conf Room [VCEA.EME.102A@wsu.e...]
- VCEA EME 26 ESIC Conf Room [VCEA.EME.26@wsu.edu]
- VCEA EME 505 EECS Sm Conf Room [VCEA.EME.505@wsu....]

Remove

Select the calendar you wish to view and it will open for you. You can do this as many times as you’d like.

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 the online Outlook Connect client. 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.

