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.

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

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.