Adding Equipment / Room Calendars

1. Start Outlook



2. Click on Calendar



3. Right click on **My Calendars**, hover over **Add Calendar**, and left click on **From Address Book**...



4. Search for CES by typing "CES" into the search field, double click on any calendar you want to add, and press OK.

Search: ON Type in: (Select Nam	ne: Global Address List × dress Book
ces	Go Glo	bal Address List - lombardij@amesburyma. V Advanced Find
Name	Title	Business Phone Location
Ist Grade CES 1st Grade CES 2nd Grade CES 3rd Grade ES CES 4th Grade		^
CES Admin CES Chromebook Cart CES Clubhouse CES Intervention Team CES iPads CES Kindergarten CES Literacy Team	\geq	Double click on each calendar that you want to be able to view
CES MobileCart		
CES Specialists		Press OK when finished
Calendar -> CES Chromebook Cart; CES Clubhouse; CES MobileCart		
		OK Cancel

5. You should now have all calendars added under "My Calendars", and can see the availability for the equipment or rooms added.

To see a copy of the initial e-mail sent out with this PDF, please click here.