

Drake Law School Internal Outlook Calendar

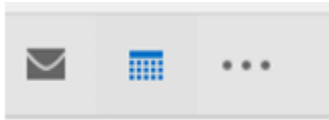
For Drake Law faculty, staff and students. Students may view the calendar for planning purposes. Examples include events submitted to the campus calendar, student organization meetings, faculty or staff meetings, lunch and learn sessions, Admissions events, Career Development events, exams, academic dates and other activities at the Law School.

View-only link (bookmark in your browser for easy reference):

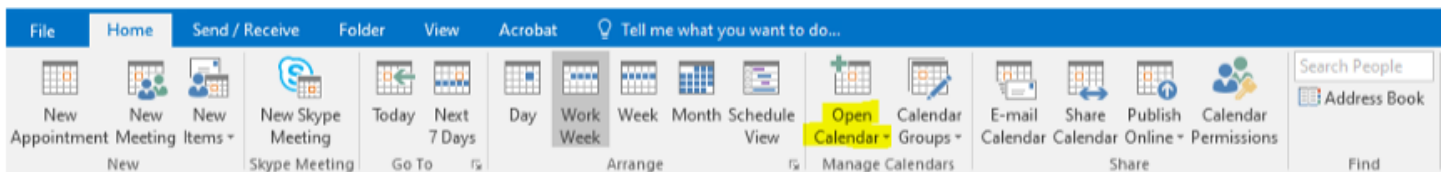
<https://outlook.office365.com/owa/calendar/8a2d209ade24452492cfac84856ca87f@drake.edu/2e32104412fc45e99c8d91bd943198758385287751442147428/calendar.html>

To add the calendar to Outlook (desktop application):

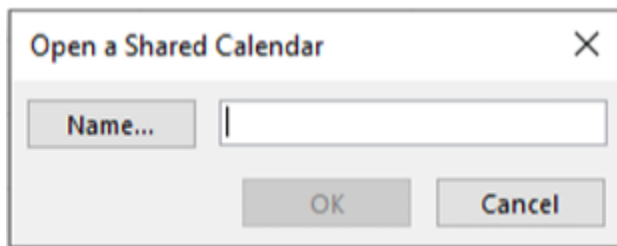
Open Outlook and navigate to the calendars tab.



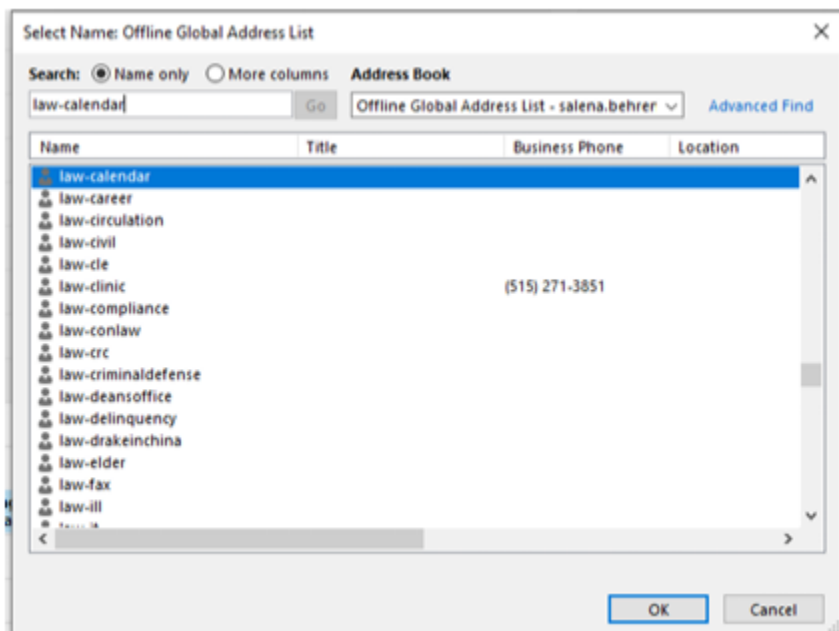
At the top of the page, click “Open Calendar,” then “Open Shared Calendar.”



Click “Name...”

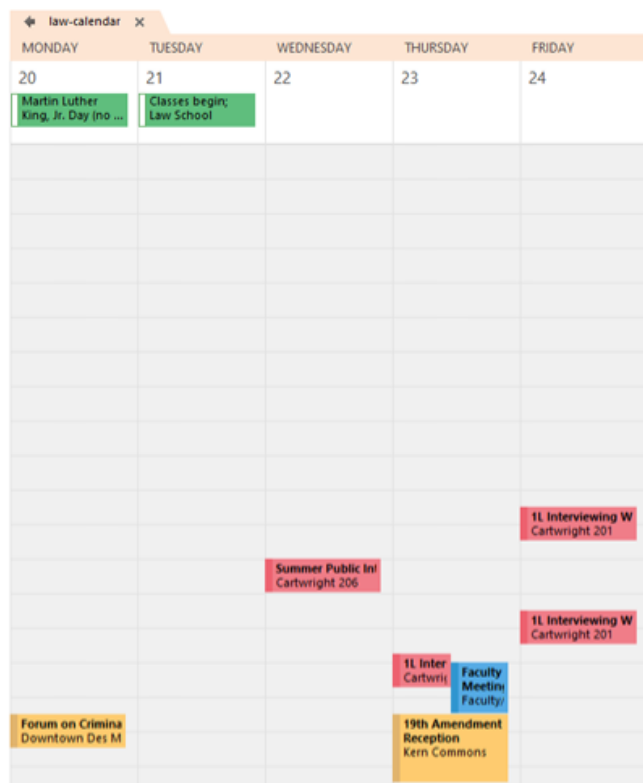


Search for **law-calendar** in the window that pops up:



Then select “OK.”

Law-calendar has now been added to your Outlook (desktop application). See screenshot below.

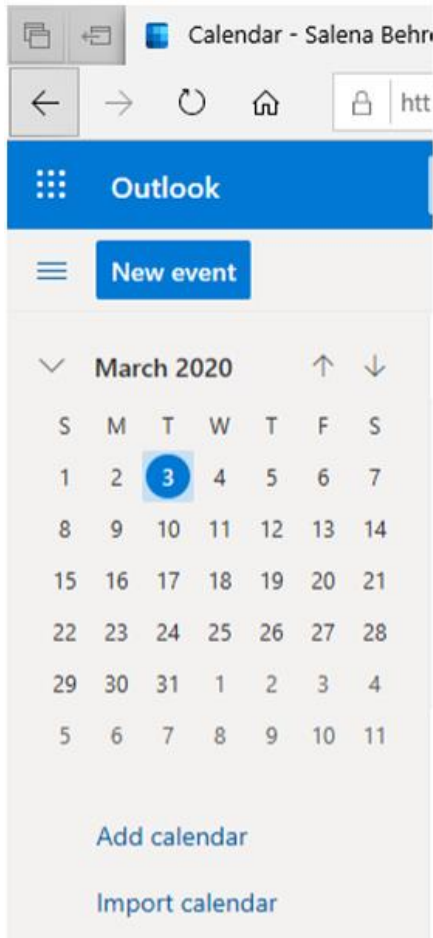


Your calendars will appear in the left sidebar.

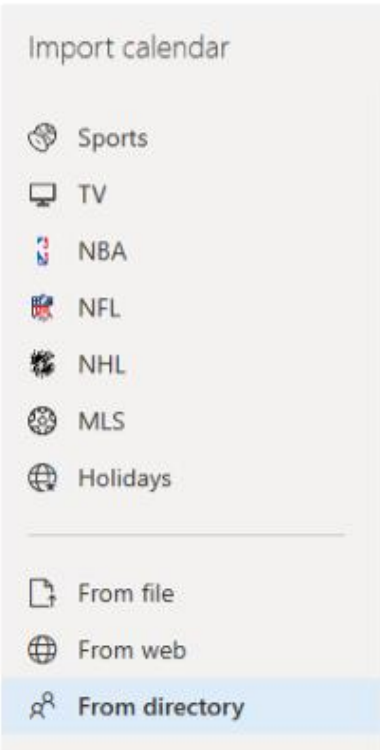


To add the calendar to Outlook (Office365):

Navigate to the calendar tab at <https://outlook.office365.com/calendar>.

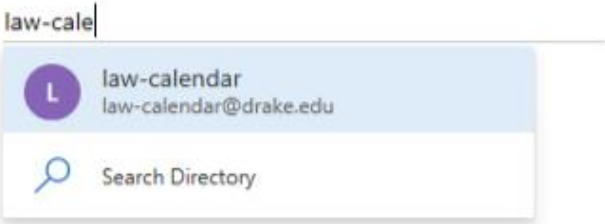


Click "Import calendar" then "From directory" and type in law-calendar.



Add calendar from directory

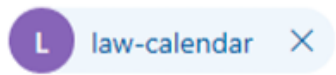
Select a person, group, or resource from your organization's directory to view the calendar.



Select **law-calendar@drake.edu**, then click “Add.”

Add calendar from directory

Select a person, group, or resource from :



It will now appear under “People’s calendars.”



Toggle the calendar on and off by checking and unchecking the dot next to the calendar name.