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.ed u/2e32104412f c45e99c8d91bd943198758385287751442147428/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."

File	Home	Send /	Receive	Folder	View	Acroba	t Ç	Tell m	e what y	ou want to	do						
New Appointme	New nt Meeting	New Items *	New Skyp Meeting	e Toda	y Next 7 Days	Day	Work Week	Week	Month	Schedule View	Open Calendar	Calendar Groups *	E-mail Calendar	Share Calendar	Publish Online *	Calendar Permissions	Search People
	New		Skype Meeti	ing Go	то га			Arrange		Gi	Manage	Calendars		5	hare		Find

Click "Name ... "

Open a Shared	Open a Shared Calendar						
Name	ОК	Cancel					

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

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Name	Title	Business Phone Location	
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Then select "OK."

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

🔶 law-calendar	×			
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
20 Martin Luther King, Jr. Day (no	21 Classes begin; Law School	22	23	24
				1L Interviewing W Cartwright 201
		Summer Public Inl Cartwright 206		
				1L Interviewing W Cartwright 201
			1L Inter Cartwrig Faculty Meeting	
Forum on Crimina			Faculty/	
Downtown Des M			Reception Kern Commons	

Your calendars will appear in the left sidebar.

4	1	ebr	uary	2020) <
SU	мо	TU	WE	TH	FR
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To add the calendar to Outlook (Office365):

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



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



Select law-calendar@drake.edu, then click "Add."

Select a person, group, or resource from : L law-calendar × Add

Add calendar from directory

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.