

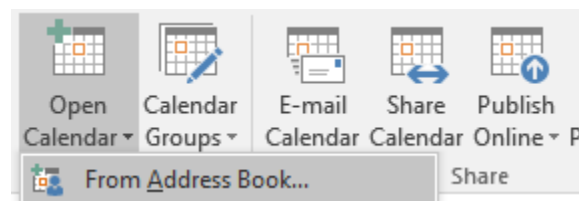
Using the Law Calendar in Outlook (Fall 2019)

Law-Calendar makes the academic calendar and certain deadlines available in the reminder and all-day event section of your Office365 calendar. There are two ways to access the calendar: A) view Law-Calendar with your own, or B) add Law-Calendar events to your own. Viewing is easier and will reflect changes made later on if they become necessary.

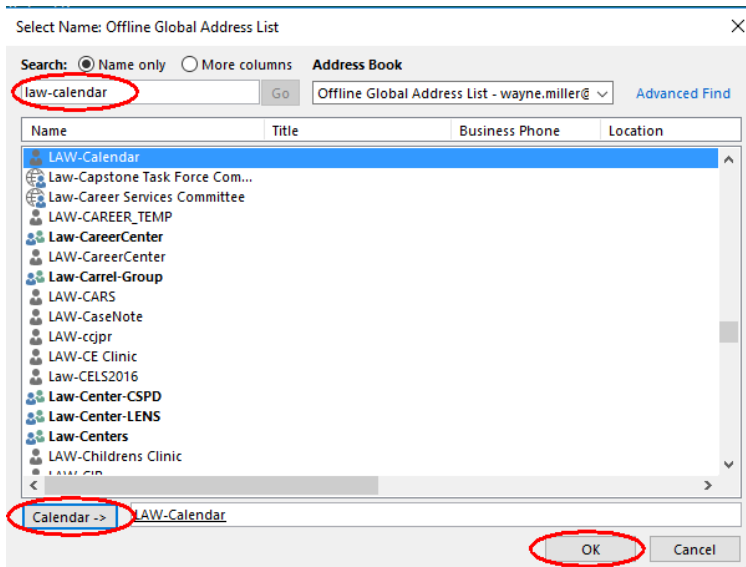
Option A) You can open the Law Calendar in Outlook and Outlook Web App

Windows Outlook 2016

While viewing the calendar, open calendar from address book:



Search for and select "law-calendar":



Now the calendar is available whenever you put a checkmark beside the name in your calendar list:

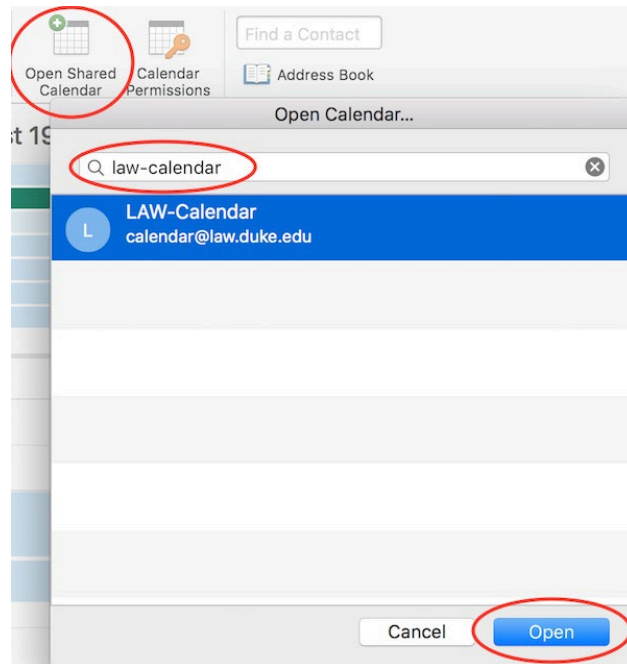


You can view the calendar separately or overlaid on your own calendar by clicking on the horizontal arrow in the calendar tab:

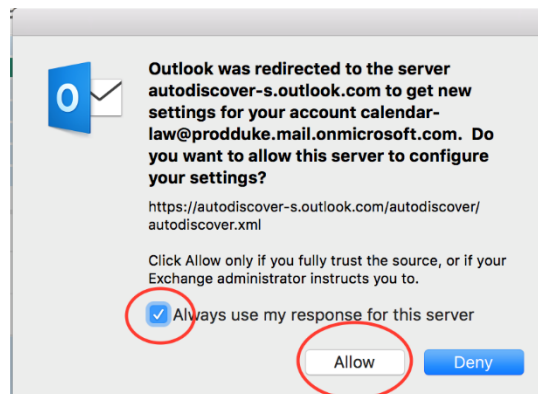


Mac Outlook 2016

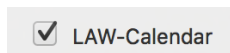
While viewing the calendar, click on Open Shared Calendar, search on and select “Law-Calendar”:



If asked to confirm settings source, click “Always” and “Okay”:



Now the calendar is available whenever you put a checkmark beside the name in your calendar list:



You can view the calendar separately or overlaid on your own calendar by clicking on the horizontal arrow in the calendar tab:

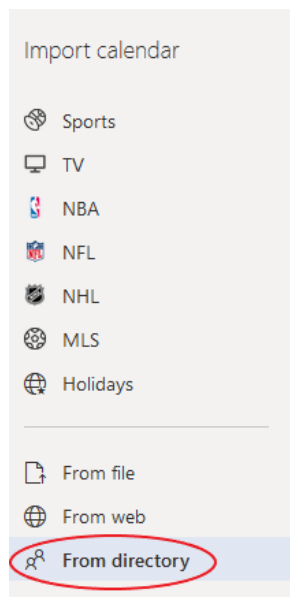


Outlook Web App

While viewing your calendar,

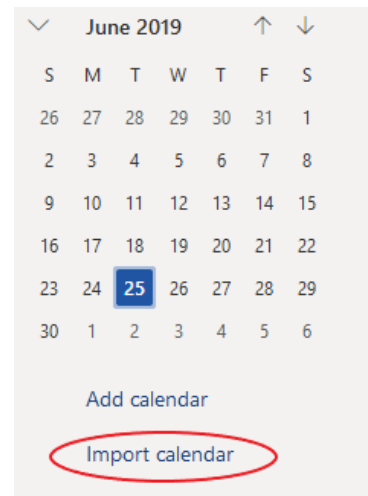
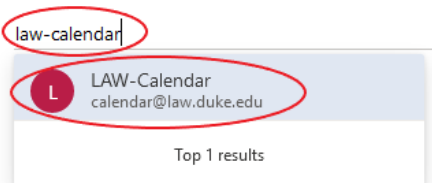
Choose Add calendar from directory:

Search for and select
“law-calendar”:

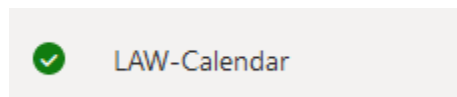


Add calendar from directory

Select a person, group, or resource from your organi:



Now the calendar is viewable whenever you highlight the name in your calendar list:



Option B) You can add the Law Calendar events directly to your Outlook

Note that any subsequent changes made on the Law-Calendar calendar will not be reflected in your calendar. You cannot add the calendar directly through Outlook Web App.

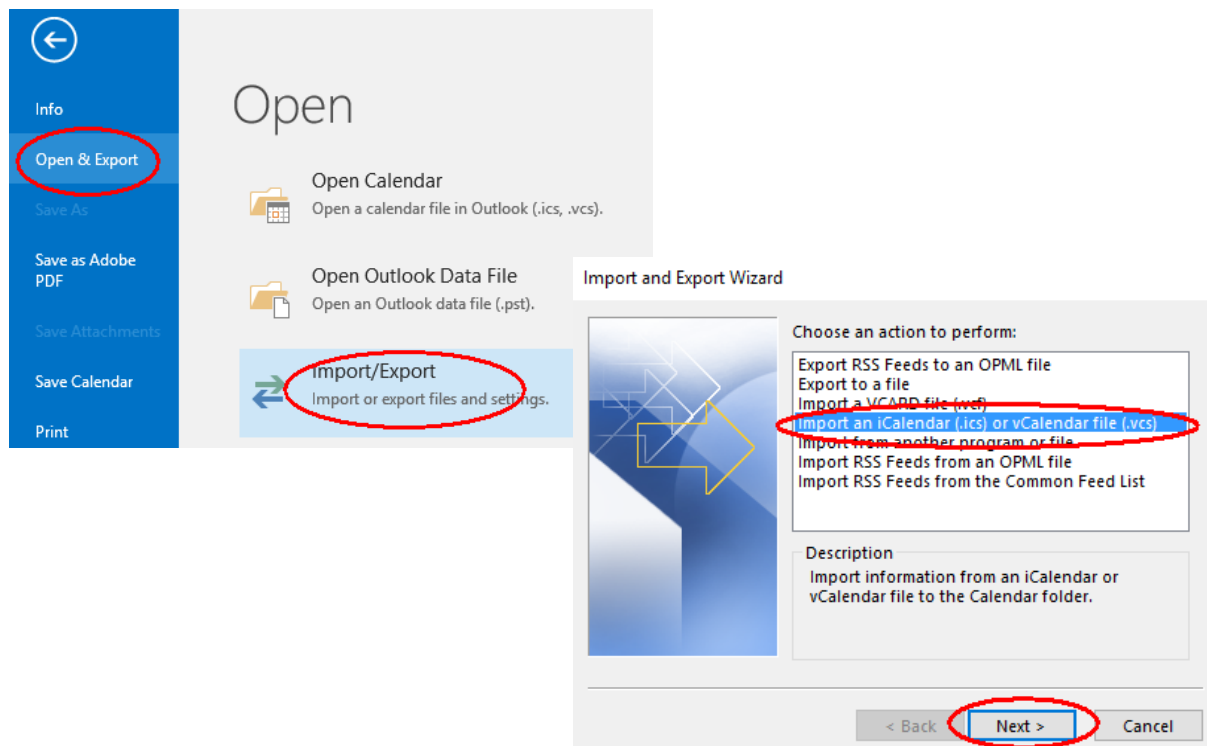
Windows Outlook 2016

Download the Law-Calendar ICS file from the webserver:

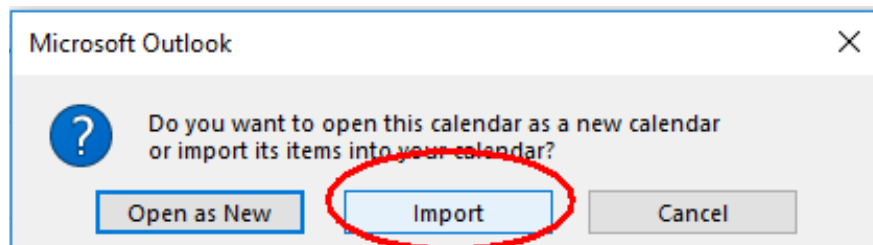
<https://law.duke.edu/actech/download/downloadlist/#LAW-Calendar>

Save the file to your computer in a location you will be able to find.

In Outlook, click on the **File** tab. Then select as below:



Find the file on your computer and click Okay. When asked, select Import:



Mac Outlook 2016

Download the Law-Calendar ICS file from the webserver:

<https://law.duke.edu/actech/download/downloadlist/#LAW-Calendar>

Save the file to your computer in a location you will be able to find.

While viewing your calendar, open the Finder window with the LAW-Calendar file and drag it onto your calendar in the calendar list:

