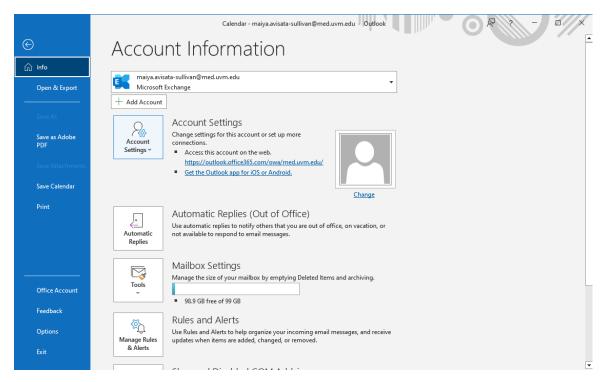
# Instructions for Adding MMG Room Calendars to Outlook

QUICK NOTE: You can't just add the room to the location as reserving the room. You will need to go to the calendar itself and make an "appointment" to actually reserve the room. By simply adding the room as the location of the meeting, the room calendar will still show blank and others can then reserve the space as well. Nowhere on campus (except BSL3) is as simple as just adding the room in the location field of the meeting request, unfortunately.

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	File Home Send / Receive	View Help Ac	crobat				Try th	e new Outlook 💽 Off
	New Appointment	leeting 👻 💻 Meet	Now 📫 Team	ns Meeting 👻 🗧				
Rq	< June 2023 > SU MO TU WE TH FR SA	Today < >	June 2023		Washington, D.C.	▪ 🐣 Today 79° F / 66° 1	F Tomorrow 68°F/61°F	🛄 Month 🗸
¢	28 29 30 31 1 2 3	Sunday M	londay	Tuesday	Wednesday	Thursday	Friday	Saturday
<	4         5         6         7         8         9         10           11         12         13         14         15         16         17           18         19         20         21         22         23         24           25         26         27         28         29         30	May 28	×	30	31	Jun 1	2	3
	July 2023 SU MO TU WE TH FR SA 1	Te 30	:00am Admin eam Meeting; 01; Bartlett, legan M	6	7	8 3:30pm Temp I-9 and EIF; MB Office; Bartlett, Megan M	9 12:45pm Temp I-9 and EIF; MB Office; Bartlett, Megan M	10
	2         3         4         5         6         7         8           9         10         11         12         13         14         15           16         17         18         19         20         21         22           23         24         25         26         27         28         29	Co	2 0:30am Web Content Intro; A :00pm Hiring a	13	14	15	16	17
	30 31 1 2 3 4 5 √■ My Calendars	18 19	9	20 2:30pm HR Training; Bartlett, Megan M	21 1:00pm Admin Team Meeting; 301; Bartlett, Megan M	22	23	24
	Calendar - maiya.avisata     United States holidays     Birthdays     Calendar - Microbiology	25 26	6	27	28	29	30	Jul 1
Items: 8				All folders are up to da	te. Connected to: M	licrosoft Exchange		+ 90%

Go to "Calendar" on Outlook, click "File" from the tool bar.



Click "Account Settings", then click "Account Settings" again from the drop-down menu.

## Instructions for Adding a Calendar on to Outlook

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Email Accounts

You can add or remove an account. You can select an account and change its settings.

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Name	2			Туре		
🕲 ma	aiya.avisata-s	ullivan@med	l.uvm.edu	Microsoft Exch	ange (send from this ac	count by def
electe	d account de	elivers new m	essages to the fol	lowing location:		
electe	d account de		essages to the fol ta-sullivan@med.u	-		
electe	d account de	maiya.avisat	ta-sullivan@med.u	uvm.edu\Inbox	an@med.uvm.edu.ost	
electe	d account de	maiya.avisat	ta-sullivan@med.u	uvm.edu\Inbox	an@med.uvm.edu.ost	
electe	d account de	maiya.avisat	ta-sullivan@med.u	uvm.edu\Inbox	an@med.uvm.edu.ost	
electe	d account de	maiya.avisat	ta-sullivan@med.u	uvm.edu\Inbox	an@med.uvm.edu.ost	

Then click "Chang	ge"
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	×
Exchange Account Settings maiya.avisata-sullivan@med.uvm.edu	
Offline Settings	
✓ Use Cached Exchange Mode to download er	mail to an Outlook data file
Download email for the past:	
	1 year
More Settings	Next

Then click on "More Settings..."

## Instructions for Adding a Calendar on to Outlook

licrosoft	Exchange			×
General	Advanced	Security		
Mailbox:				
maiya.a\	visata-sulliva	n@med.uv	m.edu	

## Click "Advanced"

General	Advanced	Security		
Mailbo	oxes			
Open	these additio	onal mailboxes:		
			Ad	ld
			Ren	nove
⊻ Use ⊻	Cached Exc Download s Download P	Mode Settings hange Mode hared folders 'ublic Folder Fav File Settings	orites	
Micros	oft 365 Feat	ures		
_		ures calendar improv	ements	

Click "Add ... "

Add Mailbox	×
Add mailbox:	
Microbiology and Molecu	Ilar Genetics
ОК	Cancel

Add desired mailbox, click OK

Microsoft Exchange	<
General     Advanced     Security       Mailboxes     Open these additional mailboxes:     Microbiology and Molecular Genetics       Microbiology and Molecular Genetics     Add       Remove	
Cached Exchange Mode Settings Use Cached Exchange Mode Download shared folders Download Public Folder Favorites Outlook Data File Settings Microsoft 365 Features	
✓ Turn on shared calendar improvements Mailbox Mode Outlook is running in Unicode mode against Microsoft	
Exchange. OK Cancel Apply	

Click "Add.." and then click "Apply", then click "OK".

## Instructions for Adding a Calendar on to Outlook

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	Exchange Account Settings maiya.avisata-sullivan@med.uvm.edu	
	Offline Settings	
	✓ Use Cached Exchange Mode to download email to an C	)utlook data file
	Download email for the past:	
		1 year
	More Settings	Next
Click '	"Next"	
		×
	Outlook	
	Account successfully updated	
	You need to restart Outlook for these changes to take effect.	
	Done	

Click "Done".