How to Access the CAD Calendar

★ To access the CAD Calendar via Outlook:

To add the calendar as a shared calendar in your outlook:

- 1. Go to your outlook calendar
- 2. Select Open Calendar in the toolbar
- 3. Select Open Shared Calendar...
- 4. Enter <u>cadcalendar@rit.edu</u> or click 'Name...' and find CAD College Calendar in the list
- 5. Click **OK** (see picture below)

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★ To view the CAD Calendar via web browser:

Follow this link: https://bit.ly/CADCalendarwebview

*This method has limited capabilities to view images, but will work for non-Outlook purposes.

★ To *invite* the CAD Calendar via Outlook:

To invite the CAD calendar to an invitation you are creating in outlook:

- 1. Go to your outlook calendar
- 2. Create a new event, or open an existing event
- 3. 'Invite Attendees' and add CAD College Calendar cadcalendar@rit.edu

Please contact Beth Schoenfeld (<u>baspgd@rit.edu</u>) with any questions.