

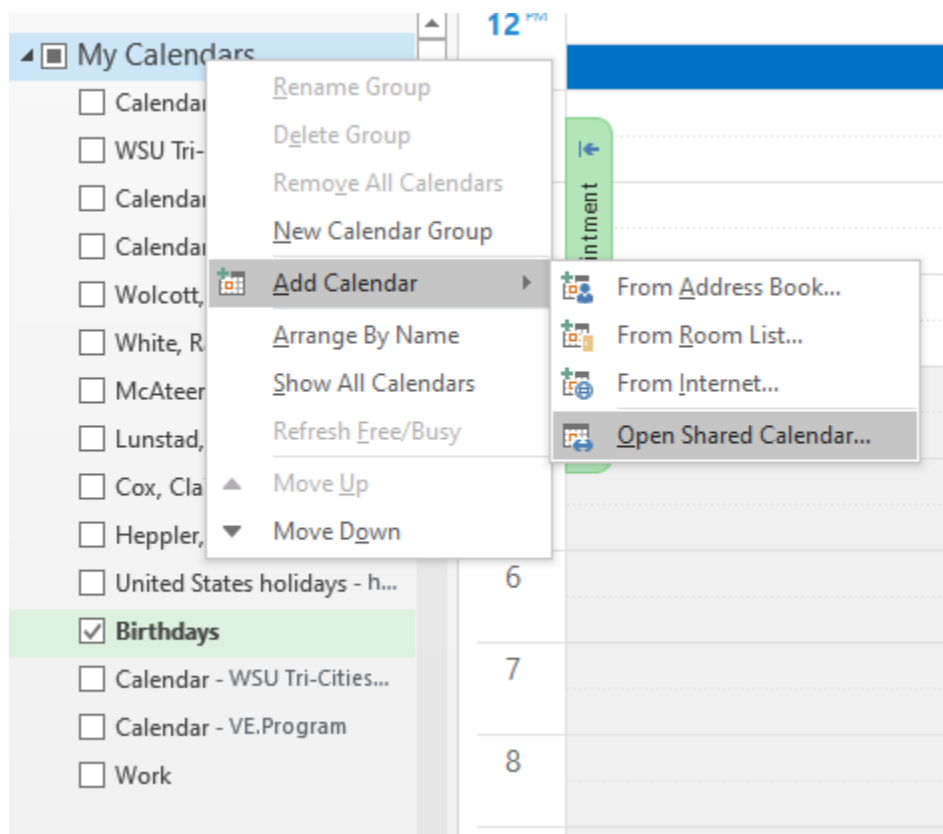
## Module 1 – Adding the Shared Calendar

In this video you will learn how to add the WSU Tri-Cities Master Calendar to your "available" calendars in Outlook.

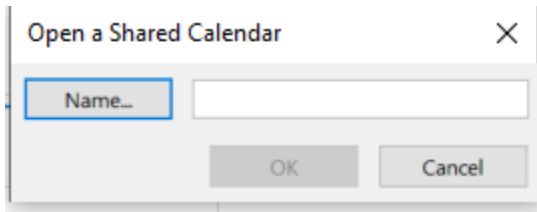
1. Open Outlook
2. Open Outlook Calendar – You can do this by clicking the "calendar" icon in the lower left-hand corner of your Outlook Inbox



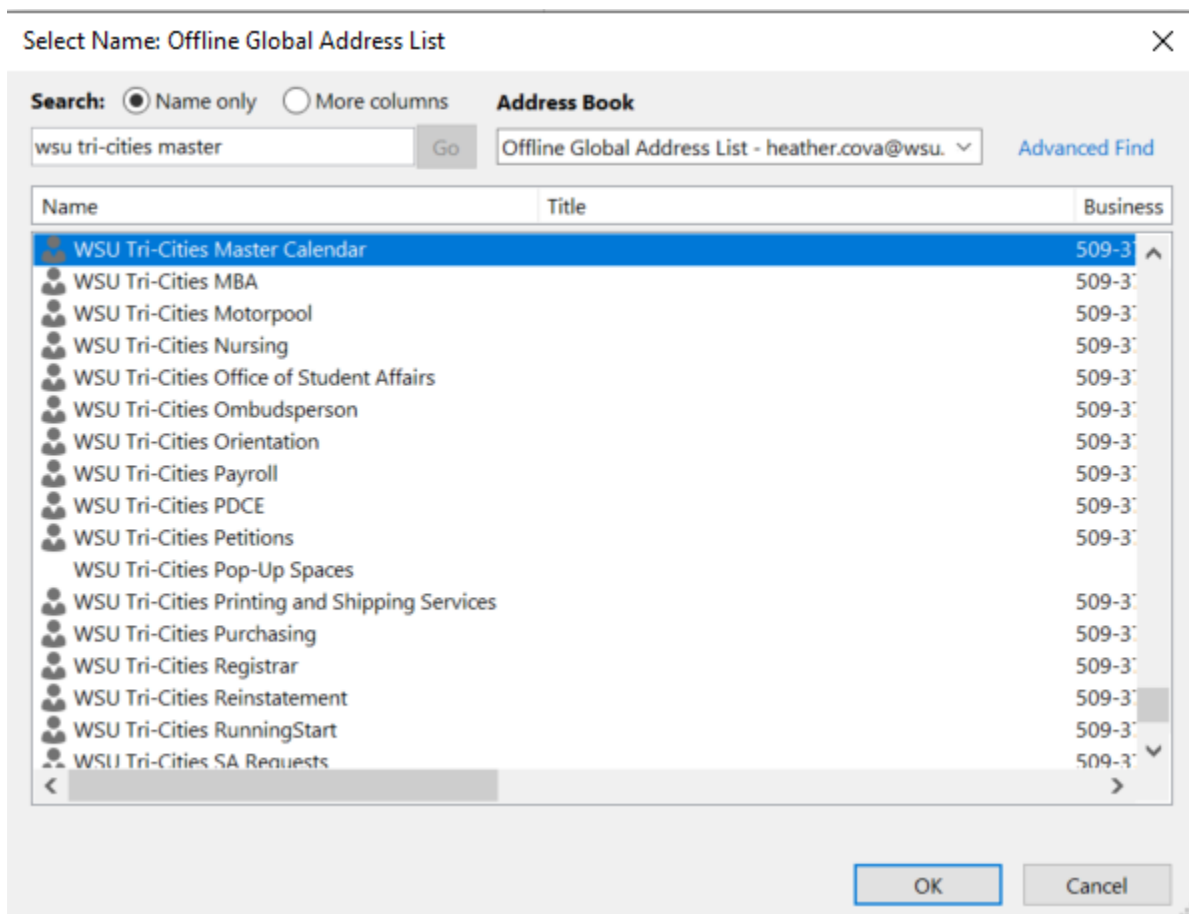
3. Right Click on "My Calendars"
4. Click on "Add a Shared Calendar"



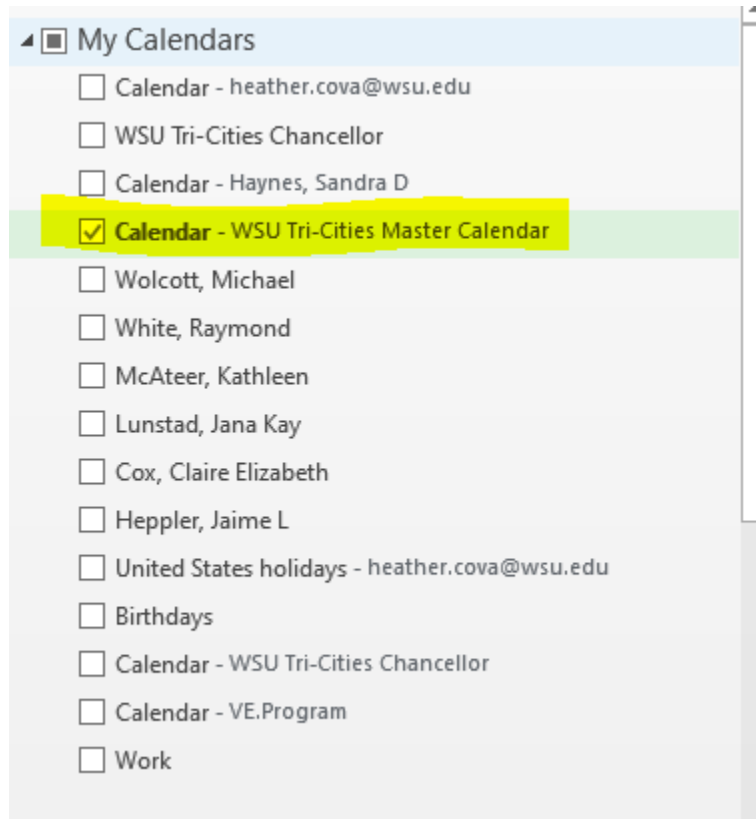
- When the dialogue box appears, click on “Name...”



- Type “WSU Tri-Cities Master Calendar” in the search box
  - Double click on the name “WSU Tri-Cities Master Calendar”
  - Click OK

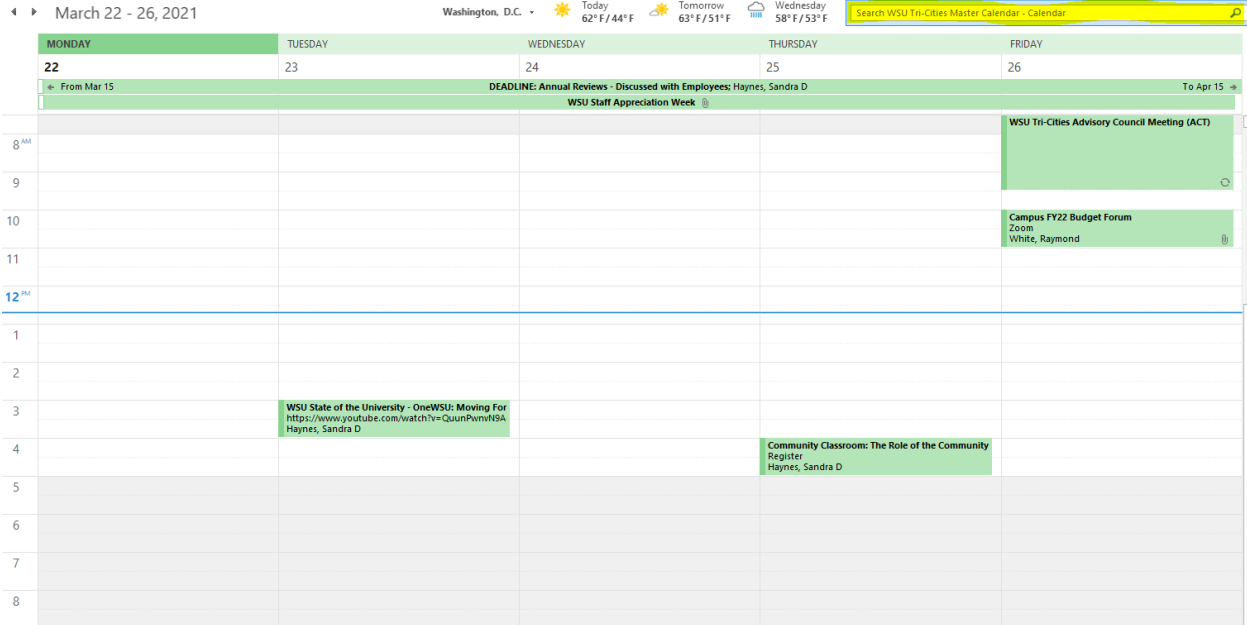


7. The WSU Tri-Cities Master Calendar is now added to your list of calendars. You can turn the calendar on and off by clicking the box next to its name.



## Module 2 – Searching the Calendar

1. To search the calendar, check the box next to the WSU Tri-Cities Master Calendar
2. In the “Search” box located in the top right corner, type your search criteria and then click the magnifying glass.



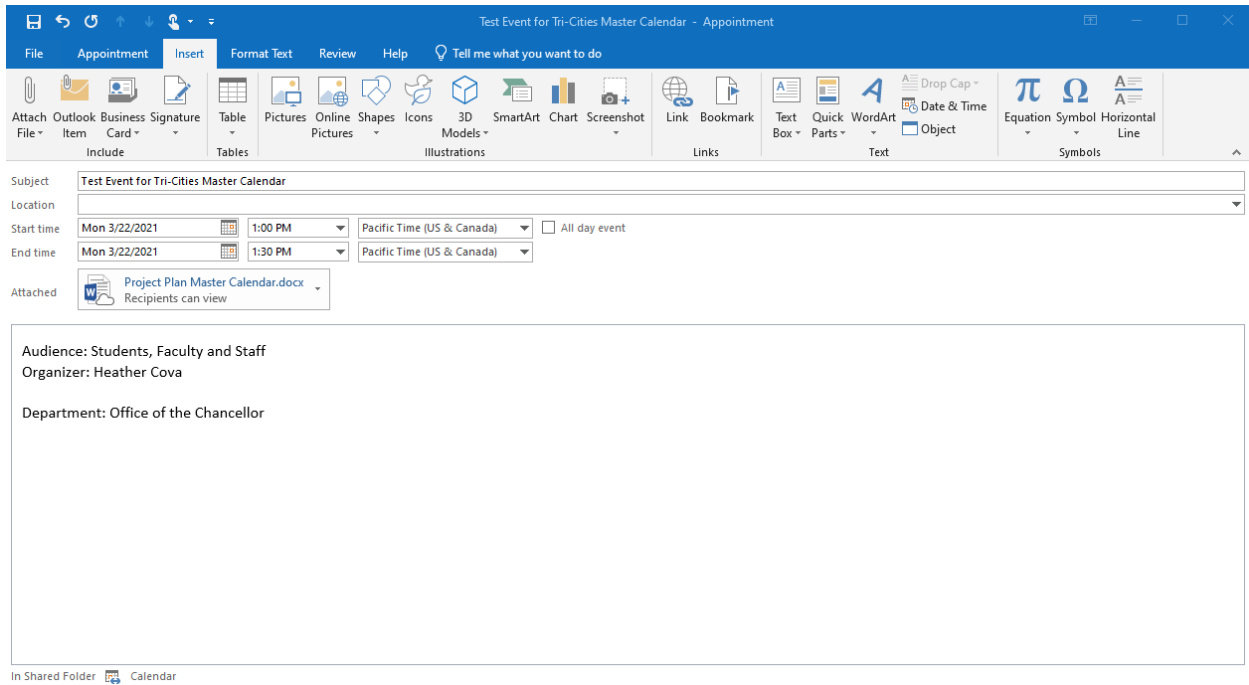
All the related calendar appointments containing your search criteria will show up in this view:

SEARCH	SUBJECT	LOCATION	START	END	RECCURENCE PATTERN	CATEGORIES
☑	Recurrence: (none): 15 item(s)					
📅	Last Day to Provide <b>Policy</b> Feedback		Tue 1/19/2021 12:00 AM	Wed 1/20/2021 12:00 AM		
📅	DEADLINE: Annual Reviews - Submitted to "one-up" manager for review, prior to meetin...		Mon 3/15/2021 12:00 AM	Tue 3/16/2021 12:00 AM		
📅	Campus Staff Town Hall with President Schütz, Provost Chilton + Theresa Elliot-Chesiek ...		Wed 3/31/2021 4:00 PM	Wed 3/31/2021 5:00 PM		
📅	WSU Tri-Cities Open <b>Policy</b> Proposals		Sun 8/1/2021 12:00 AM	Mon 11/1/2021 12:00 AM		
📅	Deadline: Submission of <b>Policy</b> Proposals for WSU Tri-Cities		Mon 11/1/2021 12:00 AM	Tue 11/2/2021 12:00 AM		
📅	<b>Policy</b> Review - First Review of All <b>Policy</b> Submissions	Office of the Chancellor	Mon 11/1/2021 12:00 AM	Wed 12/1/2021 12:00 AM		
📅	First Review of All <b>Policy</b> Submissions	Executive Leadership Cabinet, Leadership Co...	Wed 12/1/2021 12:00 AM	Sat 1/1/2022 12:00 AM		
📅	<b>Policy</b> Edits Provided to Originating Units	Office of the Chancellor, Chief of Staff	Sat 1/1/2022 12:00 AM	Mon 1/17/2022 12:00 AM		
📅	<b>Policy</b> Open Public Review	Office of the Chancellor, Chief of Staff	Tue 2/1/2022 12:00 AM	Tue 3/1/2022 12:00 AM		
📅	<b>Policy</b> Edits Provided to Originating Unit	Office of the Chancellor, Chief of Staff	Tue 3/1/2022 12:00 AM	Wed 3/16/2022 12:00 AM		
📅	<b>Policy</b> Second Review of All <b>Policy</b> Submissions	Executive Leadership Cabinet, Leadership Co...	Wed 3/16/2022 12:00 AM	Sat 4/16/2022 12:00 AM		
📅	<b>Policy</b> Final Edits by Originating Unit	Office of the Chancellor, Chief of Staff	Sun 4/17/2022 12:00 AM	Sun 5/1/2022 12:00 AM		
📅	<b>Policy</b> Confirmation Period	Leadership Council & Chancellor, WSU Tri-Cit...	Sun 5/1/2022 12:00 AM	Wed 6/1/2022 12:00 AM		
📅	External Review of Final <b>Policy</b> Recommendations	Attorney General, Office of Internal Audit, th...	Wed 6/1/2022 12:00 AM	Fri 7/1/2022 12:00 AM		
📅	<b>Policy</b> Implementation	Office of the Chancellor, Chief of Staff	Fri 7/1/2022 12:00 AM	Sun 7/31/2022 12:00 AM		

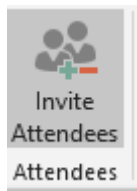
Search is complete. If you don't see what you're looking for, try searching for something more specific.

### Module 3 – Adding Events to the WSU Tri-Cities Master Calendar

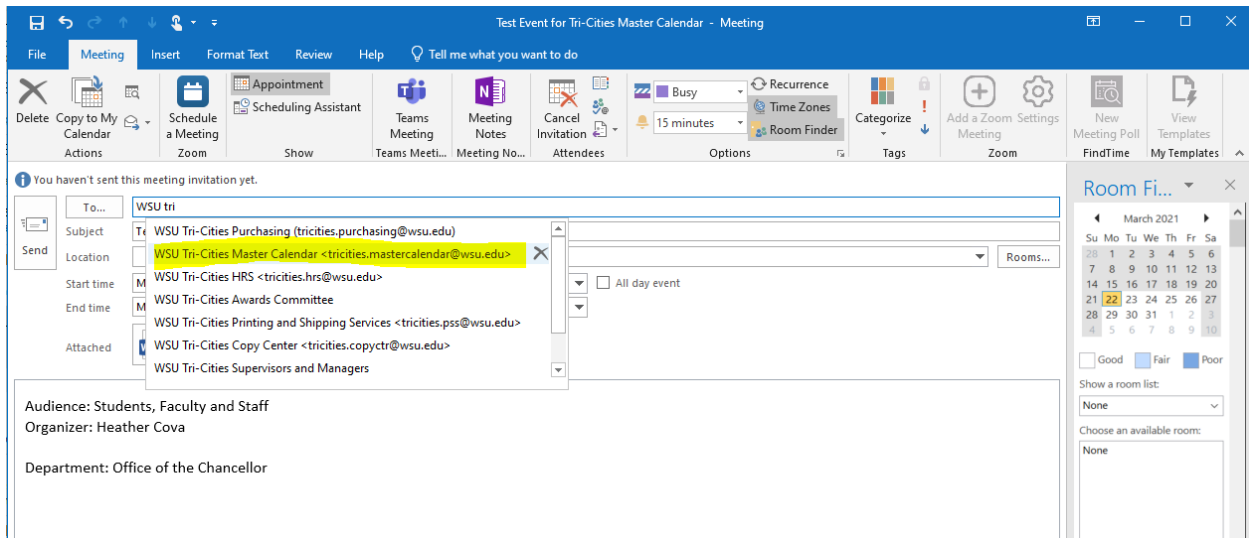
1. Create a new calendar invitation or use an existing calendar appointment.
2. Be sure to include important and complete information in the subject, location and additional information fields. Include your department/college/area name in the event title.
  - a. Example: Admissions Event: Freshman Orientation
  - b. Example: CAS Event: Holocaust Museum
3. Anything shared in the calendar will be visible on the public calendar. You can attach documents and emails should you choose to do so. You can also share Zoom and other links through this calendar appointment. All details will be public.



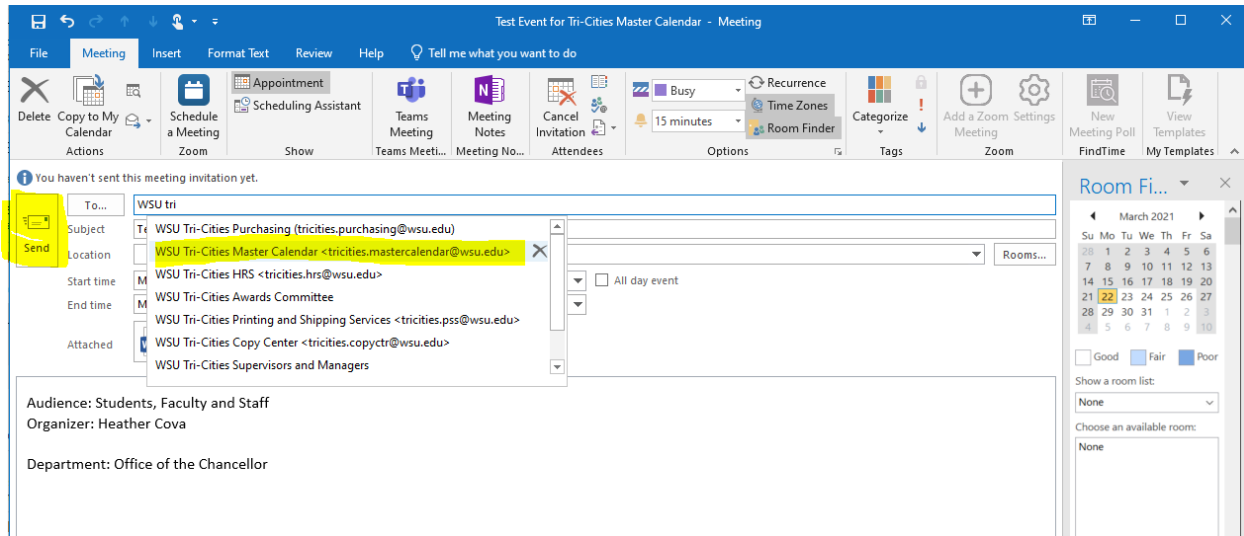
In Shared Folder Calendar



4. Click "Invite Attendees"
5. In the "To" field enter WSU Tri-Cities Master Calendar



6. Click "Send"



7. Outlook calendar requires the event to be accepted. The Office of the Chancellor will be responsible for accepting invitations to the WSU Tri-Cities Master Calendar.

#### Module 4 – Adding Events to your Calendar from the WSU Tri-Cities Master Calendar

1. You can forward events that you find on your calendar to your personal calendar. If the organizer makes a change the most up to date information will be on the WSU Tri-Cities Master Calendar. If you have copied or forwarded a calendar request to your personal calendar from the WSU Tri-Cities Master Calendar it will not automatically update your calendar.

To Forward to yourself or to someone else

1. Open the event you wish to share
2. Click on the forward icon

Campus FY22 Budget Forum - Meeting

File Meeting Insert Format Text Review Help Tell me what you want to do

Save & Delete Copy to My Calendar Appointment Scheduling Assistant Meeting Notes Accept Tentative Decline Propose Respond Show As: Busy Reminder: 15 minutes Recurrence Time Zones Categorize Reply with Meeting Poll

Accepted by Cova, Heather Forward as iCalendar Forward (Ctrl+F) Forward this item to someone else. Sent Fri 2/19/2021 12:58 PM

Organizer White, Raymond

Subject Campus FY22 Budget Forum

Location Zoom

Start time Fri 3/26/2021 10:00 AM Pacific Time (US & Canada) All day event

End time Fri 3/26/2021 11:00 AM Pacific Time (US & Canada)

Attached [Staff] WSU Tri-Cities budget request process now open Outlook item

-----Original Appointment-----  
**From:** White, Raymond  
**Sent:** Friday, February 5, 2021 11:21 AM  
**To:** White, Raymond; Haynes, Sandra D; Stanco, Robin; Gubser, Rebecca R  
**Subject:** Campus FY22 Budget Forum  
**When:** Friday, March 26, 2021 10:00 AM-11:00 AM (UTC-08:00) Pacific Time (US & Canada).  
**Where:** Zoom

Additional information and zoom link to be provided.

In Shared Folder Calendar - WSU Tri-Cities Master Calendar Last modified by WSU Tri-Cities Master Calendar on 2/25/2021

### 3. Enter the person you wish to forward in the "To..." field

FW: Campus FY22 Budget Forum - Meeting

File Meeting Insert Options Format Text Review Help Tell me what you want to do

Paste B I U Address Check Attach Attach Signature Follow Up High Importance New Meeting Poll View Templates Low Importance Meeting Poll My Templates

When you forward this meeting, a meeting forward notification will be sent to the organizer.

To... [Redacted]

Send Subject FW: Campus FY22 Budget Forum Location Zoom When Friday, March 26, 2021 10:00 AM-11:00 AM From Cova, Heather L on behalf of White, Raymond Attached [Staff] WSU Tri-Cities budget request process now open Outlook item

-----Original Appointment-----  
**From:** White, Raymond  
**Sent:** Friday, February 19, 2021 12:58 PM  
**To:** White, Raymond; WSU Tri-Cities Master Calendar; Haynes, Sandra D; Stanco, Robin; Gubser, Rebecca R; Chancellor's Cabinet  
**Cc:** Cova, Heather L; Heppler, Jaime L; Murray, Maegan Victoria; McAteer, Kathleen; McCormick, Debra K; Portfors, Christine; Venema, Claire Elizabeth  
**Subject:** Campus FY22 Budget Forum  
**When:** Friday, March 26, 2021 10:00 AM-11:00 AM (UTC-08:00) Pacific Time (US & Canada).  
**Where:** Zoom