How to View the College of Nursing Calendar

Through your Office365 Online account (preferred) –

- Go to: https://Office365.wsu.edu
- Log in with your Network ID and Password – after logging in, you will see your Office365 dashboard.

- Click on the Outlook icon – your Outlook will open. Then click on the Calendar icon. You should see your calendar display.

- Note: If you have other calendars selected, you may also see them displayed.
- Click Groups, located on the left-hand side of your page below “My calendars” and “People’s calendars.”
Click the circle to the left of “College of Nursing” to view the College of Nursing Calendar – The default display will show the two calendars merged, each with different colored events.

To view the calendars side-by-side, click Week (located in the top right ribbon), then Split view.

If you would like to add an event or meeting to the College of Nursing calendar, please contact Sarah Schaub at sarah.schaub@wsu.edu. She will provide instructions on how to add events to the calendar.

**On your PC Desktop**
- Open Outlook
- Click on the calendar icon located on the bottom, left-hand side of your screen
- Click the circle to the left of “College of Nursing” – a check mark will appear in the circle. You will now see the College of Nursing Calendar adjacent to your personal calendar.

**On your Mac Desktop**
Follow these instructions: https://support.microsoft.com/en-us/office/open-a-shared-exchange-calendar-in-outlook-2016-for-mac-060b7bd5-de72-421c-be53-e80266468bd2