

## How to view the UBCLaw Events calendar

Here is how to view the UBCLaw Events calendar in Outlook:

1. In Outlook, go to your calendar view by clicking on the Calendar icon on the lower left.
2. Click on the “Open a Shared Calendar” link.
3. Click on the Name button.
4. Type in “ubclaw”.
5. Scroll down (or up) until you see the name “UBCLaw”
6. Highlight this name and click the OK button.
7. Click OK again and the UBCLaw calendar (which is Events) should show up on your screen.
8. You can check and uncheck the calendar to show it or not.
9. This calendar will show up whenever you open your email unless you right-click it and select “Remove”.

Here is how to view the UBCLaw Events calendar in Outlook Webaccess:

1. Log into Outlook Webaccess as yourself.
2. Locate the web page URL at the top of the screen (it should be <https://webmail.exchange.ubc.ca/exchange/>)
3. Add “ubclaw/calendar” to the end of the URL so that you have the following:  
<https://webmail.exchange.ubc.ca/exchange/ubclaw/calendar>
4. Then hit the ENTER key and you should now be able to see the UBCLaw Events calendar.
5. To get back to your email account, you can keep clicking the “Back” arrow until you are there.