

Add Diversity and Inclusion Calendar to Outlook

This manual shows step-by-step how to add the Diversity and Inclusion Calendar to your personal calendar in Outlook. You will be able to hide it or show it when needed and get reminders of the desired deadlines and events.

Please note that while we strive to accommodate various important dates in this calendar, it may not be possible to include all of them. If you have any questions or comments, please send an email to **diversity@wur.nl**

In this manual you will learn how to:

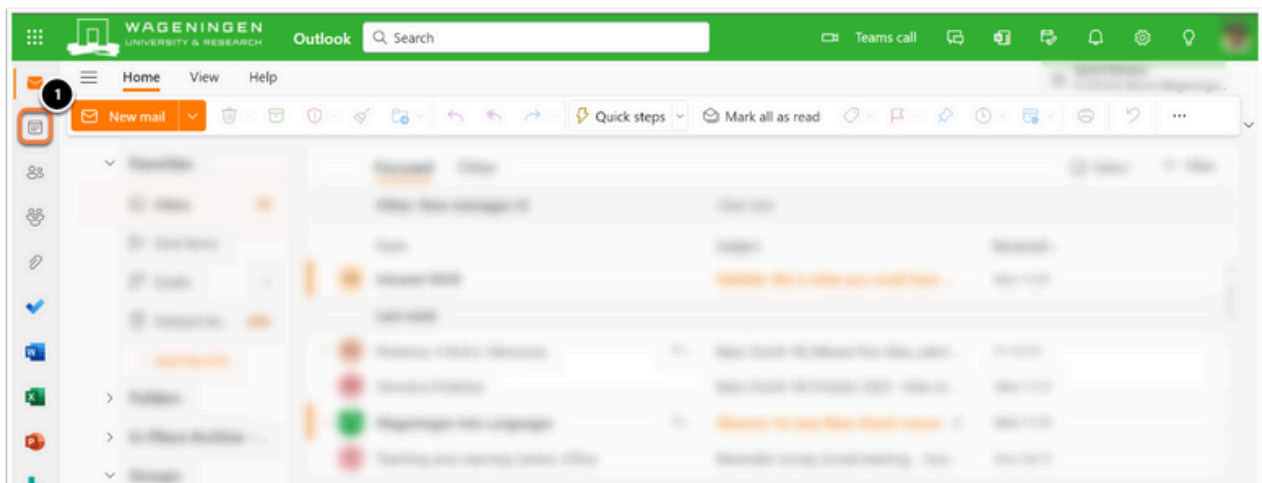
- Add the calendar through the Outlook web browser
- Add the calendar through the Outlook (classic) desktop app
- How to manage the Calendar (show/hide/delete/reminders)

Add the Calendar through the Outlook web browser

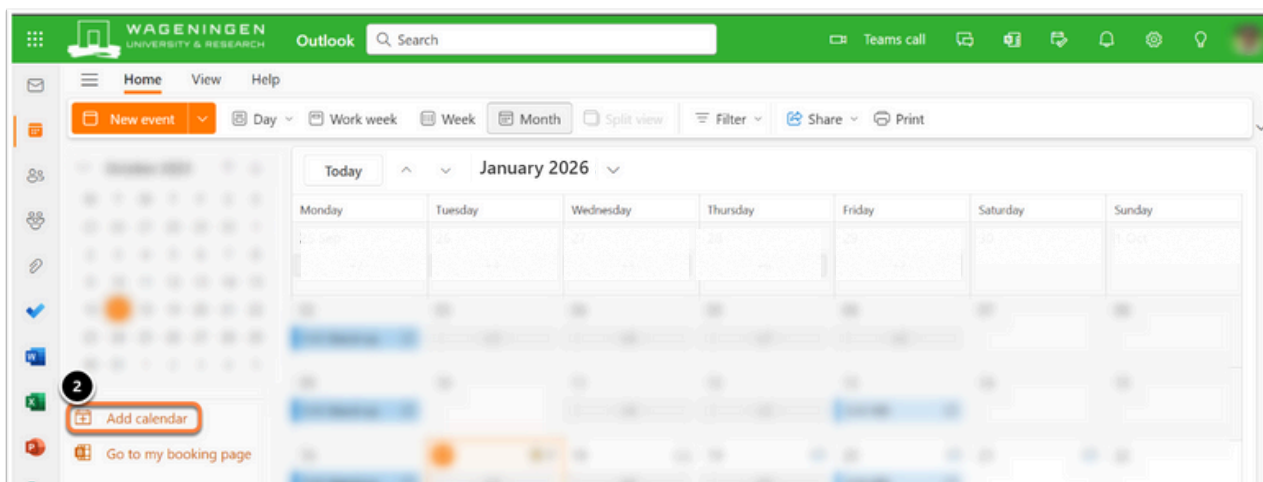
To add the Diversity and Inclusion Calendar log into the [Outlook Email](#) using your WUR credentials.

Then follow these steps:

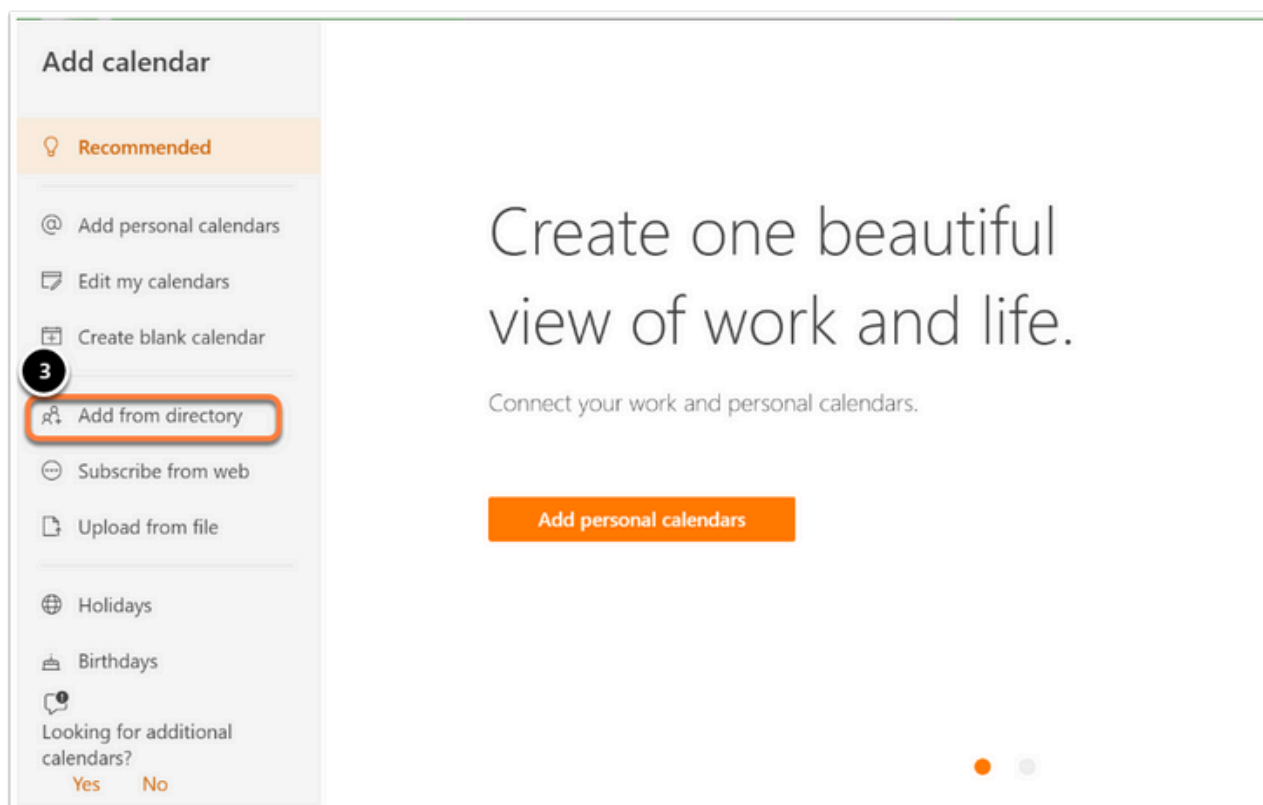
1. Select the Calendar view



2. Click on Add calendar



3. Click on Add from directory



4. Select **your** email address in the drop down bar

5. Enter the email address 'diversity@wur.nl' in the box below

Add calendar

- Recommended
- Add personal calendars
- Edit my calendars
- Create blank calendar
- Add from directory**
- Subscribe from web
- Upload from file

Add from directory

4 Please select an account to search from:

@wur.nl

Select a person, group, or resource from your organization's directory to view the associated calendar.

5 Enter a name or email address

Add

6. Click on Add to and select in which group of calendars you want to add it (personal preference).

Add calendar

- Recommended
- Add personal calendars
- Edit my calendars
- Create blank calendar
- Add from directory**
- Subscribe from web
- Upload from file
- Holidays
- Birthdays

Add from directory

Please select an account to search from:

@wur.nl

Select a person, group, or resource from your organization's directory to view the associated calendar.

DO Diversity, OenO

Add to

My calendars

My calendars

Other calendars

People's calendars

7. Click on Add

Add calendar

- Recommended
- Add personal calend...
- Edit my calendars
- Create blank calendar
- Add from directory**
- Subscribe from web
- Upload from file
- Holidays

Add from directory

Please select an account to search from:

@wur.nl

Select a person, group, or resource from your organization's directory to view the associated calendar.

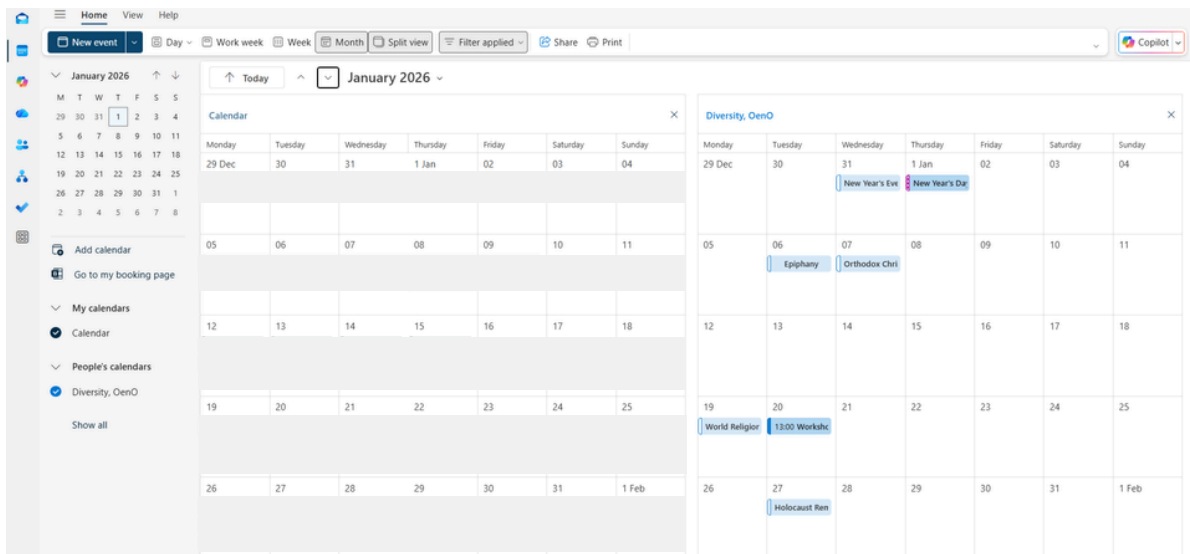
DO Diversity, OenO

Add to

My calendars

7 Add

After this, the calendar will be added to your calendar

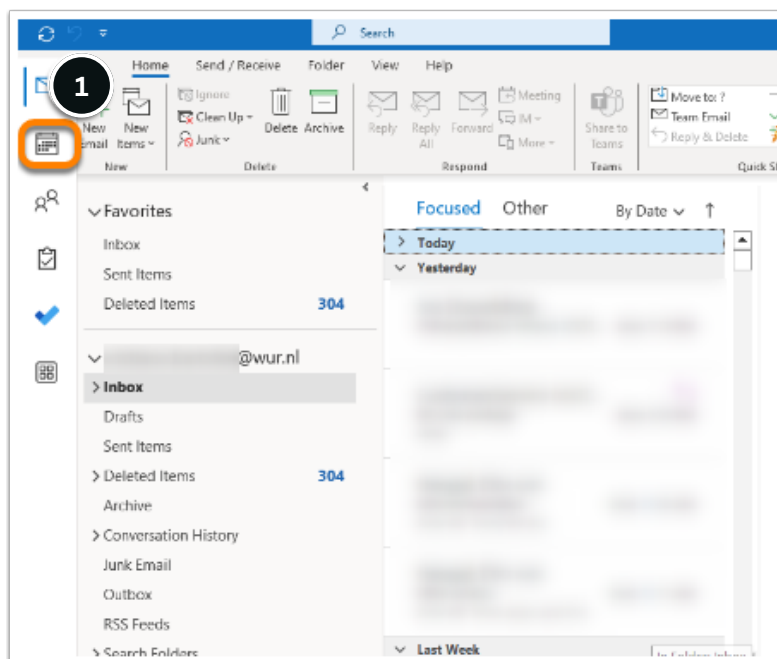


Add the Calendar through the Outlook (classic) desktop app

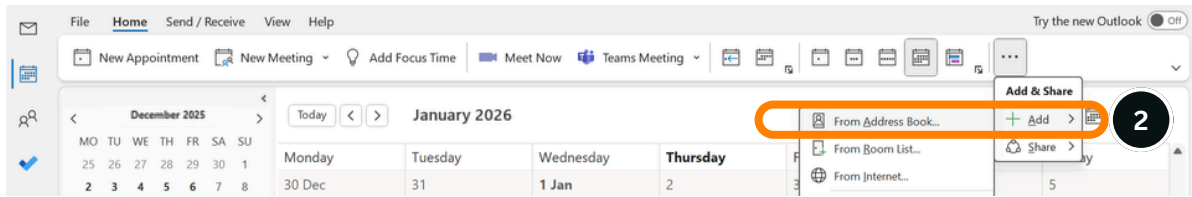
To add the Diversity and Inclusion Calendar, open the Outlook desktop app and log in using your WUR credentials.

Then follow these steps:

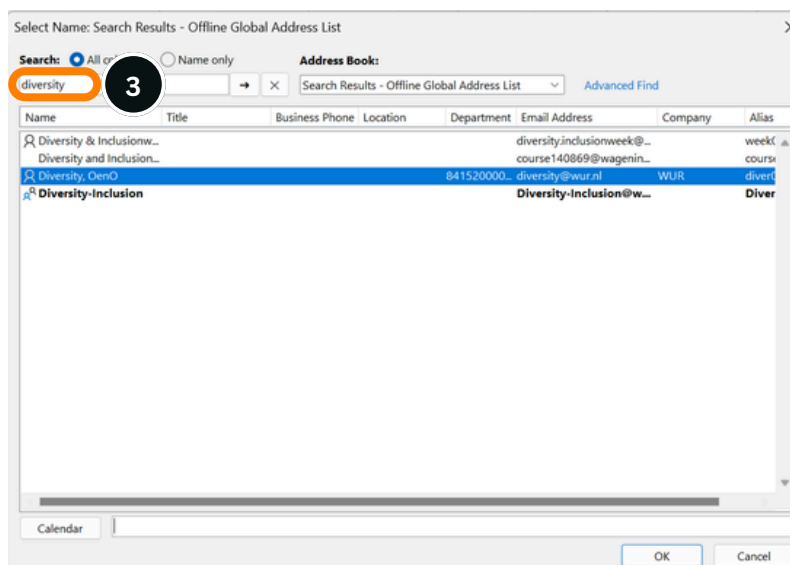
1. Click on the Calendar view



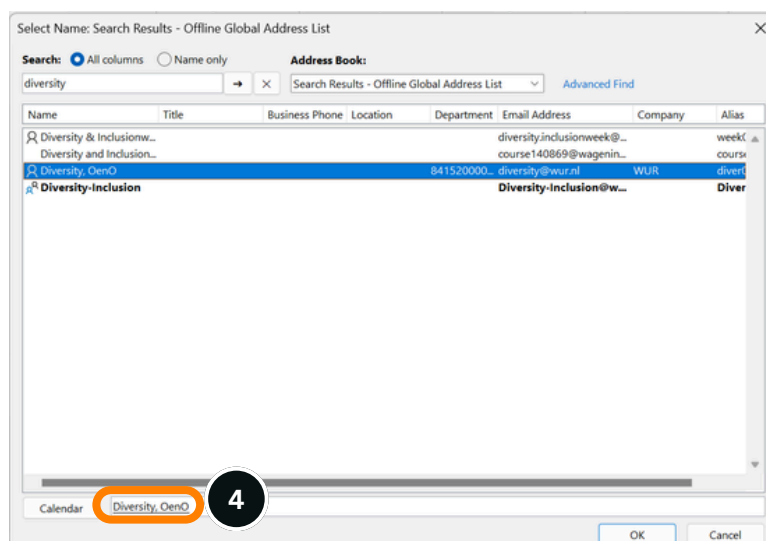
2. Click on Add Calendar on the top search bar (in Home tab) and select From Address Book



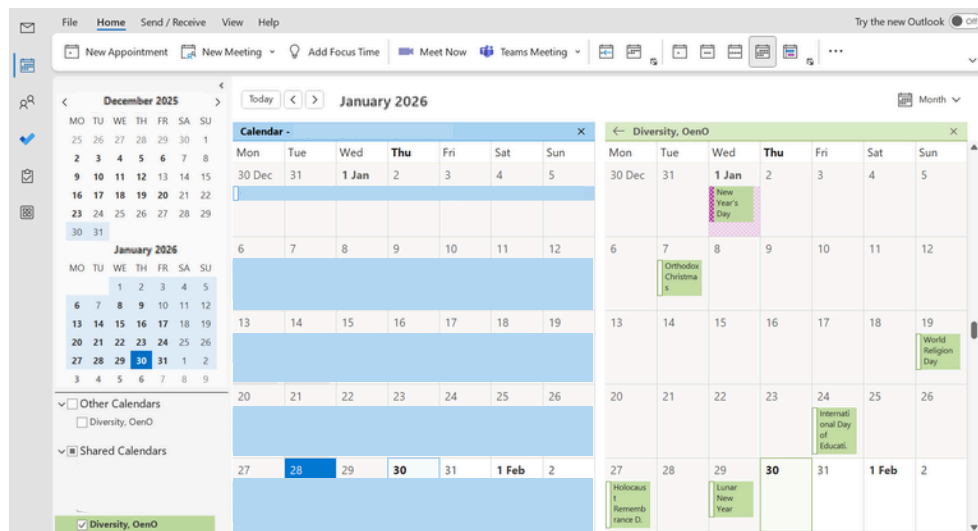
3. In the new window, search "diversity" in the search bar



4. Double click on Diversity from the list (check that Diversity is present in the bottom line), and then press OK



If all the previous steps have been done correctly, you will now see two Calendars in your Calendar view: Your personal calendar and the Diversity and Inclusion calendar.



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