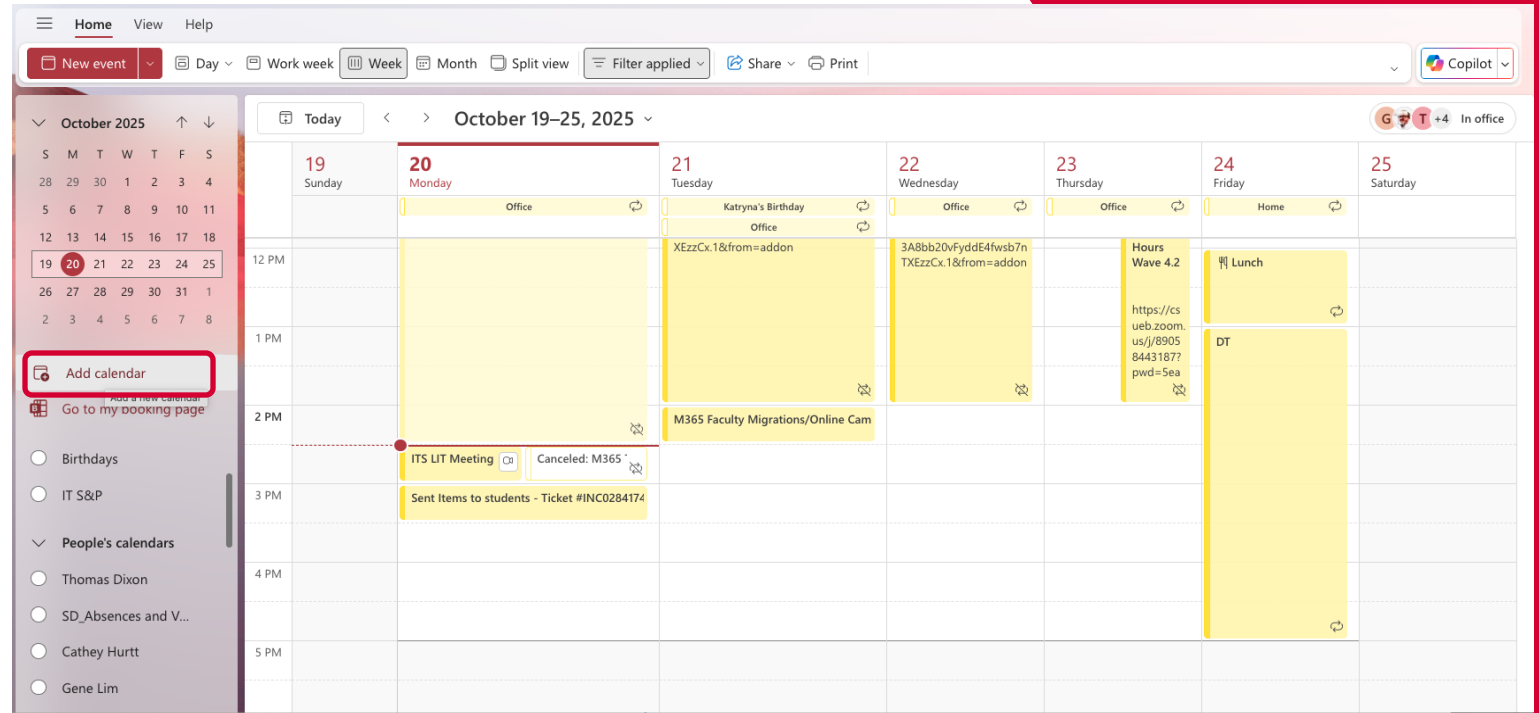


# **Accessing Delegate/Department/ Non-person Calendars**

# Accessing Department/Non-person Calendar

- ❖ You must know the name or email address associated to the mailbox.
- ❖ It must be migrated to M365.
- ❖ You must have access to it.

1. In Calendar Click 'Add Calendar'



# Accessing Department/Non-person Calendars

2. Click 'Add from directory'
3. Choose under 'Select an account' choose your email address.

The image shows a sidebar titled 'Add calendar' with several options. The 'Add from directory' option is highlighted in red. To the right, a panel titled 'Add from directory' contains a dropdown menu labeled 'Select an account' with the email address 'belinda.madali@csueastbay.edu' selected.

**Add calendar**

- Recommended
- Add personal calendars
- Edit my calendars
- Create blank calendar
- Add from directory**
- Subscribe from web
- Upload from file
- Holidays
- Birthdays
- Looking for additional calendars?  
Yes No

**Add from directory**

Please select an account to search from:

Select an account

belinda.madali@csueastbay.edu

# Accessing Department/Non-person Calendars

3. Type in the name of the account.
4. Choose the account.

Example: itscommunications

**Add calendar**

- Recommended
- Add personal calendars
- 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:

belinda.madali@csueastbay.edu

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

its

- itscommunications**  
itscommunications@csueastbay.edu
- ITS Staff  
itsstaff@csueastbay.edu
- ITS  
its@csueastbay.edu
- ITS Developers  
its-developers@csueastbay.edu

5. Click 'Add'

**Add calendar**

- Recommended
- Add personal calendars
- 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:

belinda.madali@csueastbay.edu

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

**itscommunications**

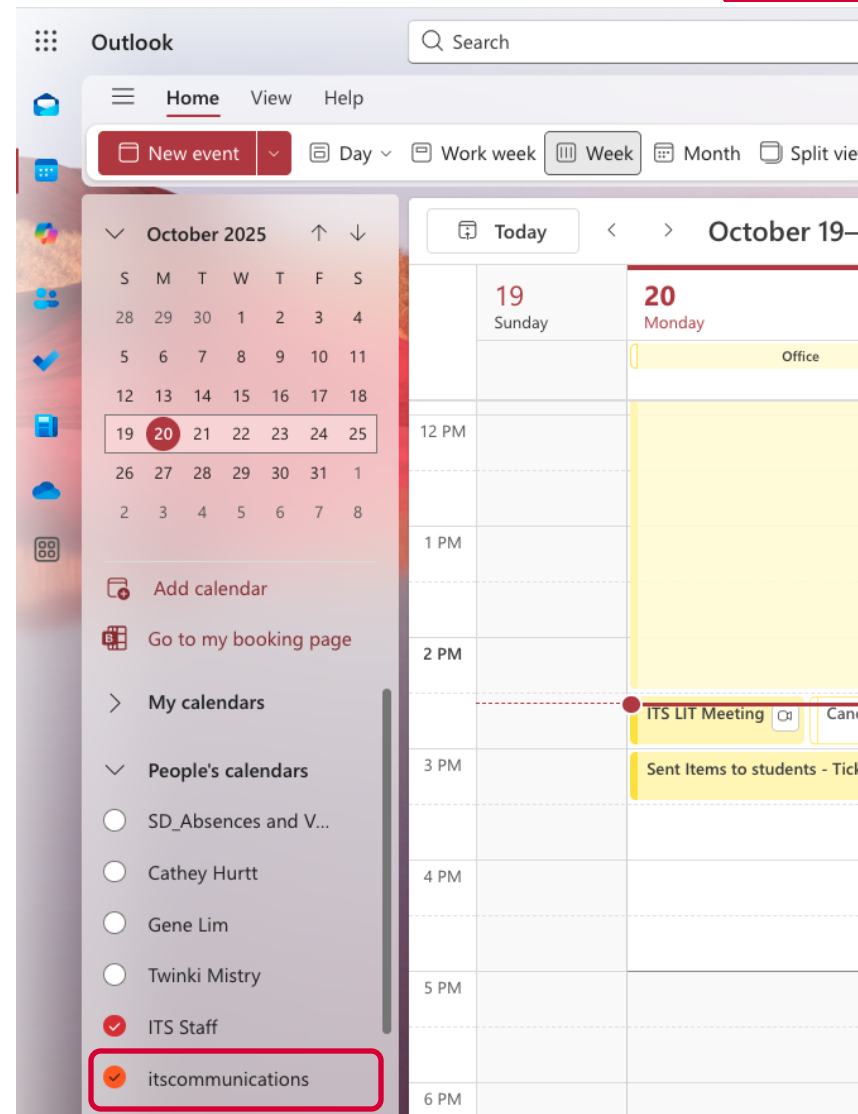
**Add to**

People's calendars

**Add**

# Accessing Department/Non-person Calendars

You should now see the calendar listed on the left hand side under 'Peoples Calendars'



# We are here for you!

If there are any issues or extensive training needed.

Open a Service Desk ticket:

- Send email to:

[servicedesk@csueastbay.edu](mailto:servicedesk@csueastbay.edu)

- Go to the Service Desk website to submit a ticket. BUT you may find your answer in one of the links listed on that page:

[www.csueastbay.edu/servicedesk](http://www.csueastbay.edu/servicedesk)