Tutorial: Add DAR Room Calendar in Outlook on the Web

1) Go to [http://email.emory.edu](http://email.emory.edu) and log-in.

2) Select the Calendar icon.

3) Select “Add calendar.”
4) Select “Add from directory.”

5) Type the prefix _DARAHF- or _DARPR- and add the facility code for the building your room is in. You should see a list of rooms populate.
6) Select the room name that you would like to add. (This process will need to be repeated for each room that you have access to)

7) Be sure that the room title **DOES NOT** have the words “Schedulers” or “Reviewers” in the title.
8) Select the calendar group that you would like your calendar to appear in, then select “Add.”