## Adding Equipment / Room Calendars

1. Start Outlook



2. Click on Calendar



3. Right click on **My Calendars**, hover over **Add Calendar**, and left click on **From Address Book**...



4. Search for AES by typing "AES" into the search field, double click on the each calendar you'd like to add, and press OK.

Select Name: Global Address List ×								
Search:	Name only	O More columns	Address Book					
aes Go			Global Address I	oal Address List - lombardij@ces			Advanced Find	
Name		Title	Business Phone	Location	Department	E-ma	il Address	
AES Chromebook Cart aeschromebookcart								
AES Crisis Team						AESCrisisTeam@an		
🚨 AES First Responde						AESFirstResponder <sup>®</sup>		
🚨 AES Grade 1						AESGrade1@amesk		
🝰 AES Grade 2						AESGrade2@amesk		
🞎 AES Grade 3						AESGrade3@amesk		
🞎 AES Grade 4						AESGrade4@amesk		
🖧 AES Intervention T						AESInterventionTE		
Les Ipad Mailbox						aesipa	dmailbox@am	
aes iPads						aesipa	ds@amesbury	
🕹 AES Kindergarten						AESKi	ndergarten@	
AES Literacy Specia						AESLiteracySpecial		
🖧 AES Literacy Team						AESLi	teracyTeam@	
• AES	PC Lab					aespcl	ab@amesbury 🗸	
<							>	
Calendar -> AES Chromebook Cart; AES PC Lab								
					Ok	(	Cancel	

5. You should now have the new calendar(s) added under "My Calendars".