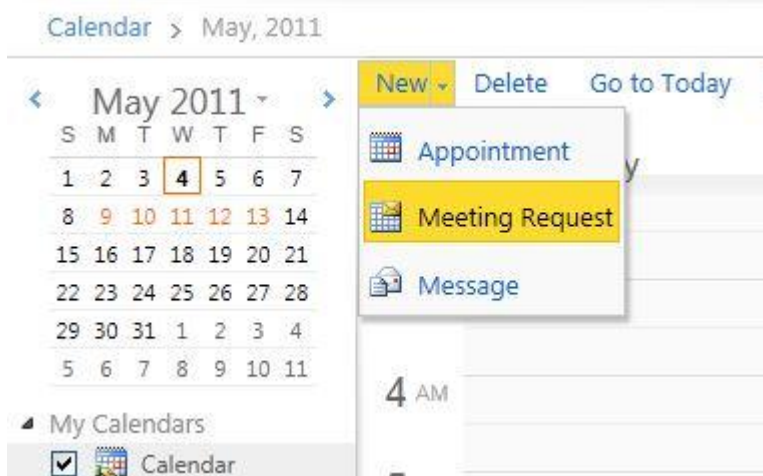


Adding Travel to the Chemistry Calendar

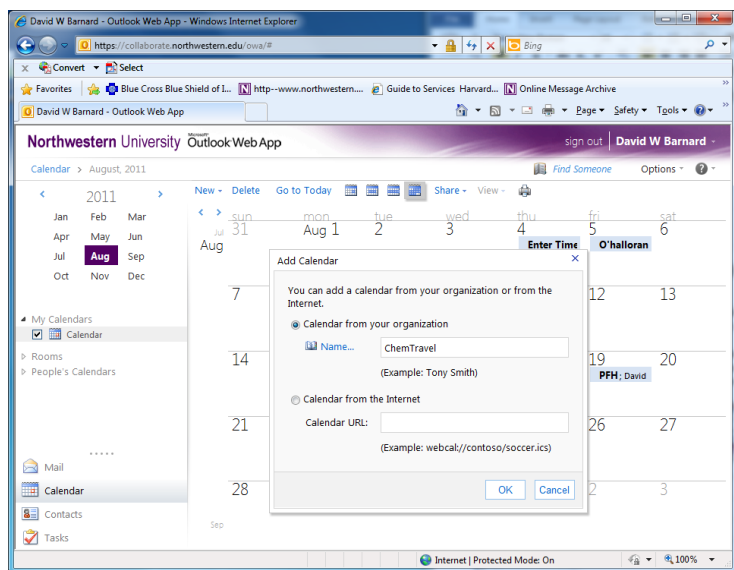
Open your Collaborate Account using Outlook Web App and click on the “Calendar” tab

<http://www.northwestern.edu/webmail/>

1. Go to **New** and select “Meeting Request” from the pull down menu on the Calendar Toolbar.



2. Type or copy and paste “RS-WNB-ChemTravel@e.northwestern.edu” in the **To...** field.
3. Type professors last name in the **subject** field.
4. Leave **Location** field blank.
5. Select a **start and end time/date**. Unselect Reminder.
6. Select **Send**. Note: When you send your request a warning will appear saying “The location isn’t specified” select “OK” to send.
7. E-mail will be sent to the Chemistry Travel Calendar and your Calendar.
8. To add the travel calendar go to **Share** and select “Add Calendar” from the pull down menu, enter “ChemTravel” as the name and select “OK” this will add it to your calendars.



Deleting a travel entry is done by opening your personal calendar and deleting it from there. Go to the event you want to delete, right click and select “Delete” this will send it as an email and the travel calendar will automatically update.