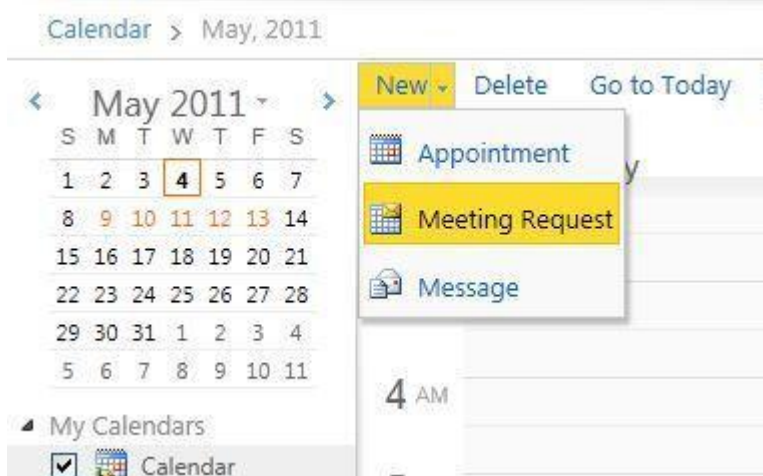


# Adding Vacation to the Chemistry Calendar

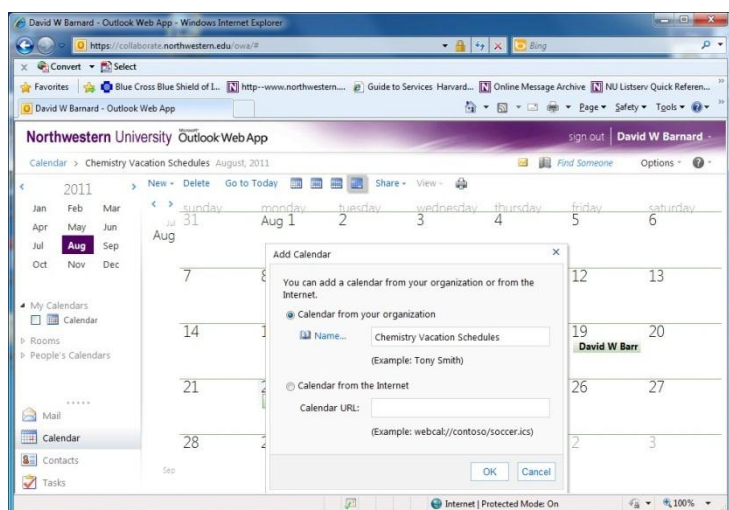
Open your Collaborate Account using Outlook Web App and click on the “Calendar” tab

<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-ChemVacation@e.northwestern.edu” in the **To...** field.
3. Type “Vacation” 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 Vacation Calendar and your Calendar.
8. To add the vacation calendar go to **Share** and select “Add Calendar” from the pull down menu, enter “Chemistry Vacation Schedules” select “OK” this will add it to your calendars.



Deleting a vacation 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 vacation calendar will automatically update.