HOW DO YOU CONNECT YOUR MEDNET CALENDARS TO OUTLOOK?

Display MedNet calendars side by side or use the overlay features to stack calendar events in Outlook. Connect your MedNet calendars to your Outlook calendar. This feature allows you to printout calendars and maintain your MedNet Calendar through Outlook.

Connect Calendars in MedNet:

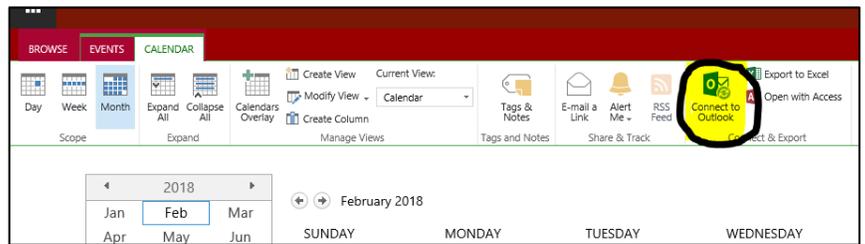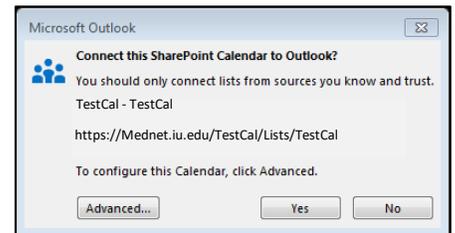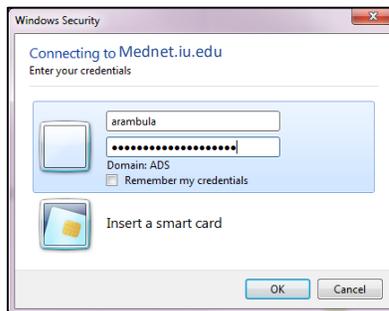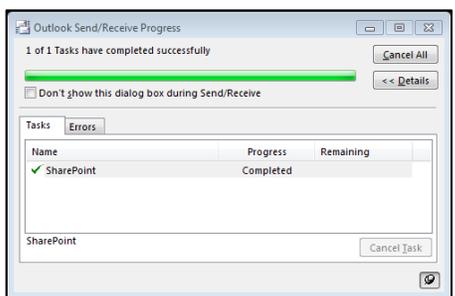|	
1. Navigate to the calendar you wish to share with Outlook. 2. Click on the "Calendar" tab in the ribbon that appears above the calendar. (Figure 1) 3. Click on the option "Connect to Outlook" **Note:** This process does not need to be repeated once connected	*Figure 1*
4. If prompted, agree to the connections and the trusted site. (Look at figures 3-5 for examples of your alert windows.) 5. In Figure 3 click "Allow". 6. In Figure 4 click "Yes". 7. In Figure 5, Finally, type in your IU Credentials. 8. Once everything is allowed and trusted, you will be prompted with a window that will display the status of the connection (Figure 6). 9. Exit the send and receive progress window.	*Figure 3* *Figure 4* *Figure 5* *Figure 6*

Connecting to Your Calendar in Outlook:

1. Open the Outlook desktop application
2. You are now able to view both your personal calendar and your shared MedNet calendar (Figure 7) in Outlook
3. By pressing the right arrow (located on the side of the tab of the calendar, highlighted Figure 7) you are able to overlap the calendars to avoid double scheduling (Figure 8)
4. If changes are made to your shared MedNet calendar, the edits will be shared with the rest of the users on your portal.
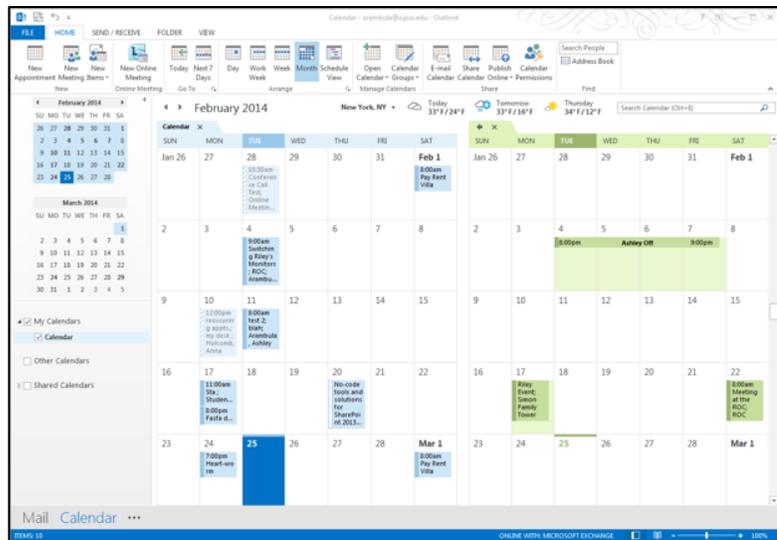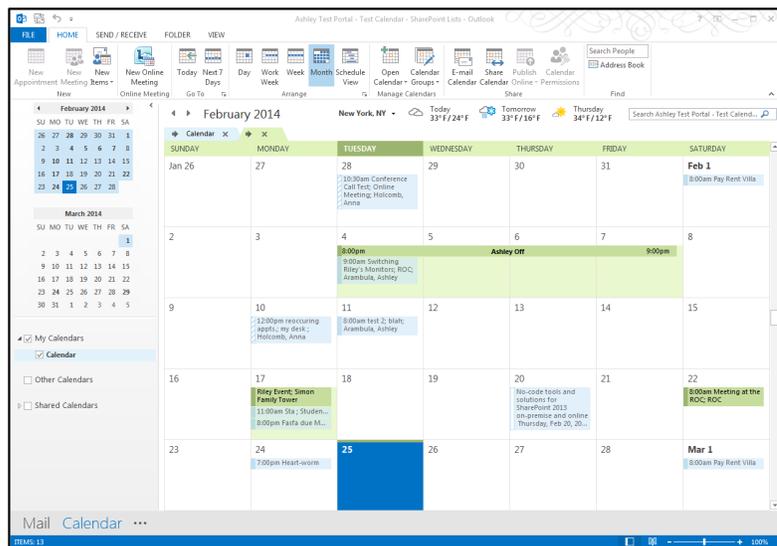

Figure 7

Figure 8

This document is guided for the MedNet user to understand how connect the shared MedNet Calendar with their Outlook. If you have any questions or concerns, please fill out an IT HelpDesk request at https://MedNet.iu.edu.