Connect to MFE Program Shared Calendar
Connect to the MFE Program Group Calendar within Microsoft Outlook 2007

You must first have Microsoft Outlook configured for your Haas E-mail account.

Stop by Haas Computing Services Laptop Office Hours to have Microsoft Office 2007 installed (if you wish). Our lab consultants will also configure Microsoft Outlook to access your Haas E-Mail account.

Instructions were written for Outlook 2007, however they should also work with Outlook 2003.

- Open Microsoft Outlook and click the Calendar tab on the left menu bar
- Click on the link Open a Shared Calendar...

A small window will open

Inside the dialog box, type the name of the calendar you wish to view; in this case: MFE Program

Press OK

If multiple entries appear, select the address that:
1. Is named MFE Program
2. Has an E-mail address: mfe@haas.berkeley.edu

Click OK

The MFE Program Calendar will now appear next to your own personal Calendar.

You can hide and view calendars by clicking on the check box listed under My Calendars

MFE recommends you duplicate any appointments that pertain to you personally into your personal calendar.

For example, you should copy all classes that you are enrolled in into your own calendar. You should also copy any events you plan to attend into your calendar.
## Copying Appointments from MFE Calendar to Your Calendar

There are two scenarios for copying appointments from the MFE Calendar:

1) Copying single instance event (such as an FPS)
2) Copying a reoccurring event (such as a class that meets every week for 6 weeks.

### Copying Single Instance Appointments

Open Outlook

View both your personal calendar and the MFE Program Calendar

Switch your calendar view to show appointments **by Month**

Find the appointment you want to copy in the **MFE Calendar**

Click, Drag and drop the appointment across to your **Personal Calendar**.

Ensure you drop the appointment in the same date as the source, otherwise the copy will be incorrectly scheduled in your personal calendar!

You’re done.

### Copying Reoccurring Appointments

While you could copy every instance of a reoccurring appointment using the previous method, that would be a lot of copying to do.

To copy a reoccurring appointment:

View only the MFE Program Calendar

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Thru the View menu, change your current view to **By Category**.

You should now see a list of appointments.

Reoccurring appointments are listed at the top of the list.

Drag and drop any appointments from the list across to your personal calendar (titled Calendar).

If you wish, you can use this method to copy single instance appointments as well.

You’re done!