



Center for
Infrastructure
Engineering Studies
cies.mst.edu

CIES Shared Calendar Access Instructions

To add the CIES Calendar to your Outlook account:

In the Outlook software app (PC):

- Open your Calendar (by selecting the Calendar icon/tab on the left side of the screen).
- Right click on “My Calendars” (left of the screen)
- Select “Add Calendar -> From Address Book”.
- Enter cies@mst.edu in the text entry at the bottom of the screen and click enter. Make sure “online address book” is also selected when you search.
- The Calendar will show in your “My Calendars” list.

In the web version of Outlook:

- Sign into your email at <https://www.microsoft365.com/>.
- Select “Outlook” from the list on the left of the screen.
- Open your Calendar (by selecting the Calendar icon/tab on the left side of the screen).
- Select “Add Calendar” on the left of the your calendar.
- Select “Add from Directory”.
- Select your account in the drop-down menu.
- Enter cies@mst.edu in the text entry field.
- Select “My Calendars” in the “Add to” drop down menu.

In the Outlook software app (MAC):

- Open your Calendar (by selecting the Calendar icon/tab on the left side of the screen).
- Right click on “email address@umsystem.edu”.
- Select “Add Shared Calendar -> From Address Book”.
- Enter cies@mst.edu in the text entry at the bottom of the screen and click enter.
- The Calendar will show in your “People’s Calendars” list.