1. Go to your own outlook calendar through the Microsoft 365 app or however you typically access it.

    Click on Outlook, then on the Calendar
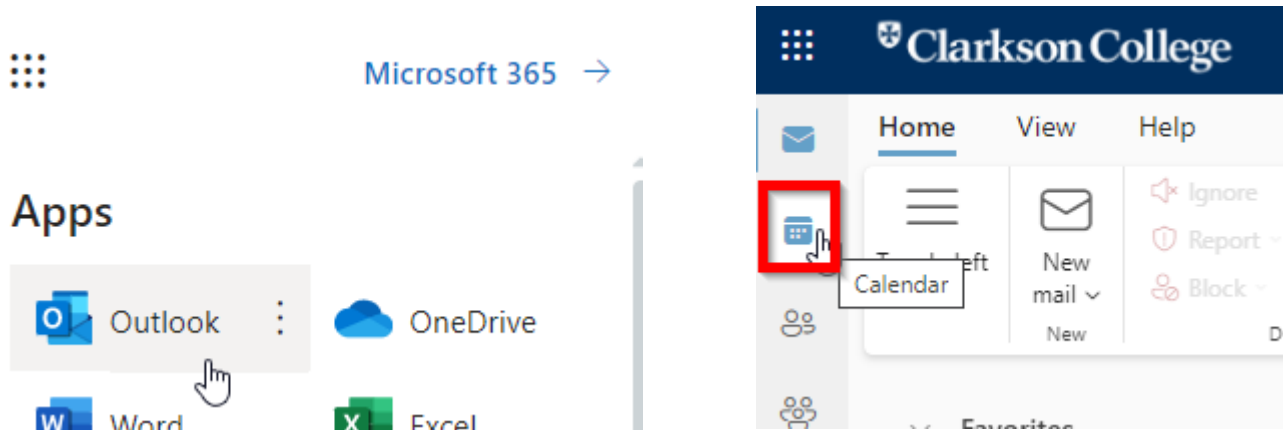
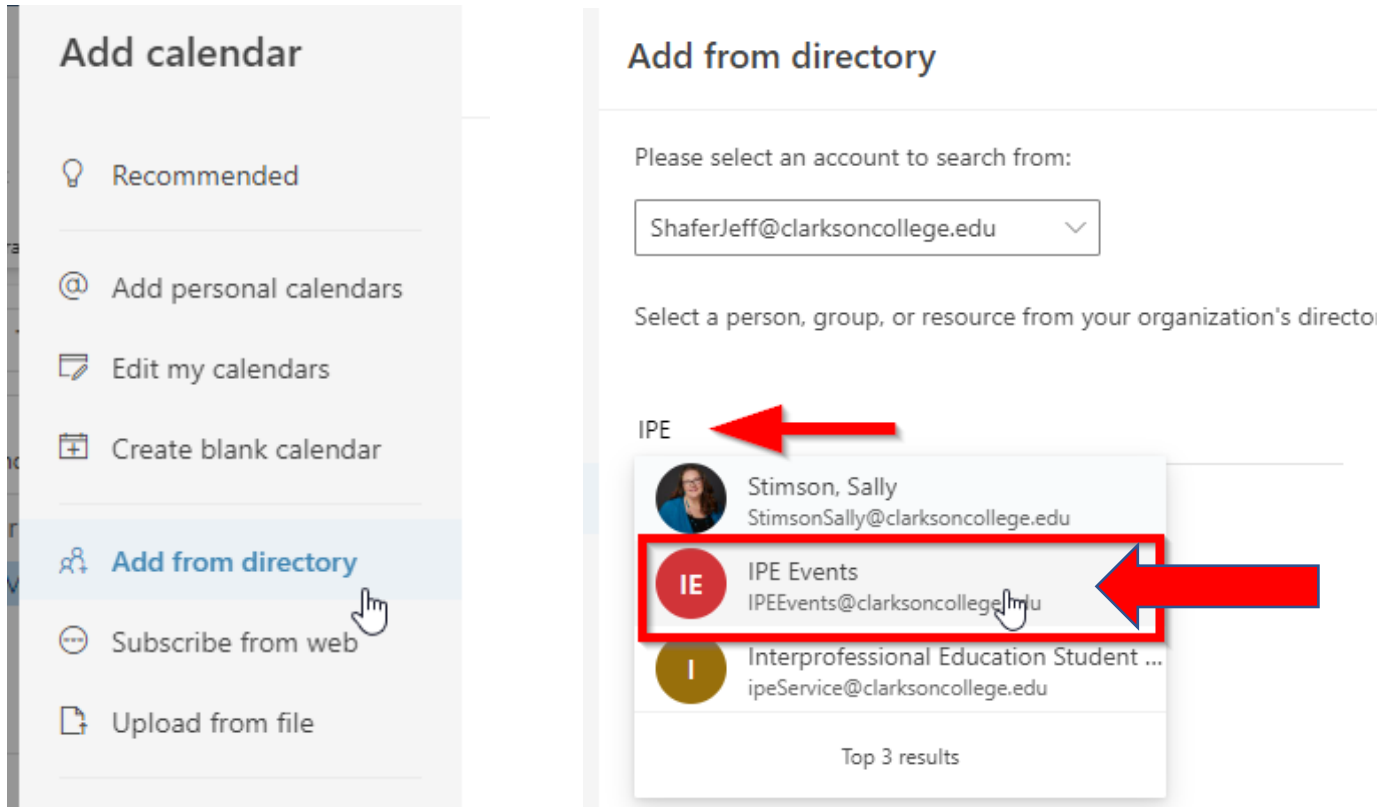2. Click on the "Add Calendar" button
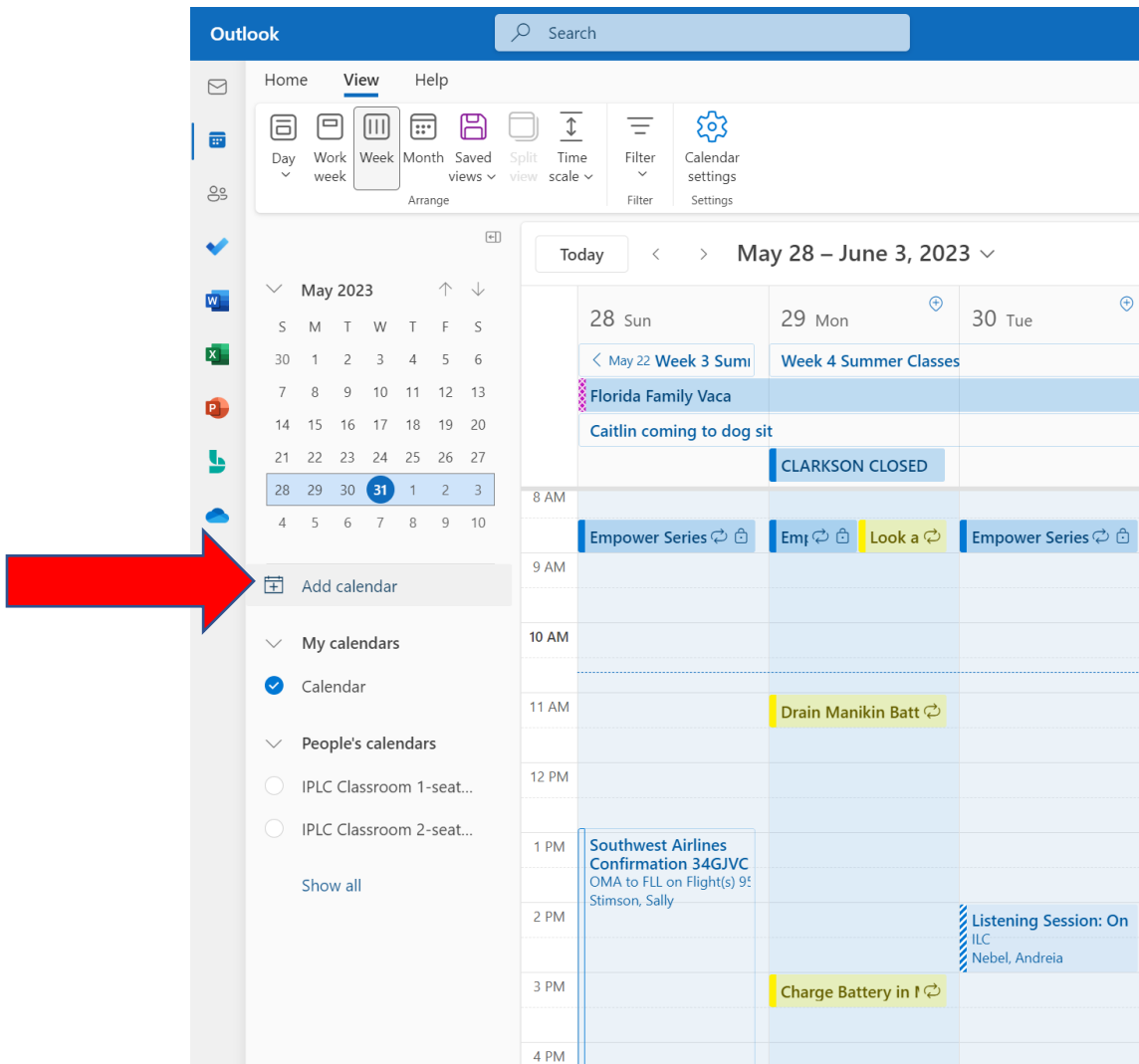
3. **Select "Add from Directory" and type in IPE. You will see that the "IPE Events Calendar" appears for you to select.**

Add calendar

♀ Recommended

@ Add personal calendars

✎ Edit my calendars

⊞ Create blank calendar

⚎ **Add from directory**

⊖ Subscribe from web

⬈ Upload from file

Add from directory

Please select an account to search from:

ShaferJeff@clarksoncollege.edu

Select a person, group, or resource from your organization's director

IPE ◀━━

Stimson, Sally
StimsonSally@clarksoncollege.edu

IE   IPE Events
IPEEvents@clarksoncollege.edu   ◀━━

I   Interprofessional Education Student ...
ipeService@clarksoncollege.edu

Top 3 results

4. **Add it to People's calendar and then click out of this. (Yours won't have the numbers, just look for the words)**

Add to

People's calendars   (1) ⌄

My calendars

Other calendars   (2)

People's calendars

All Group Calendars
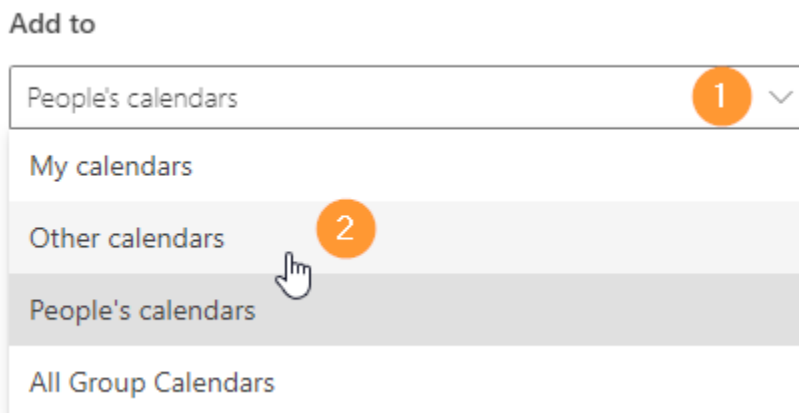
Make sure you click on "Split view" in the top banner of options. Now, it will appear on the left side navigation menu for you to pull up anytime you want to check what is going on from week to week. Your own calendar will show up on the left, and then the IPE Events Calendar will appear next to it.
See example below:
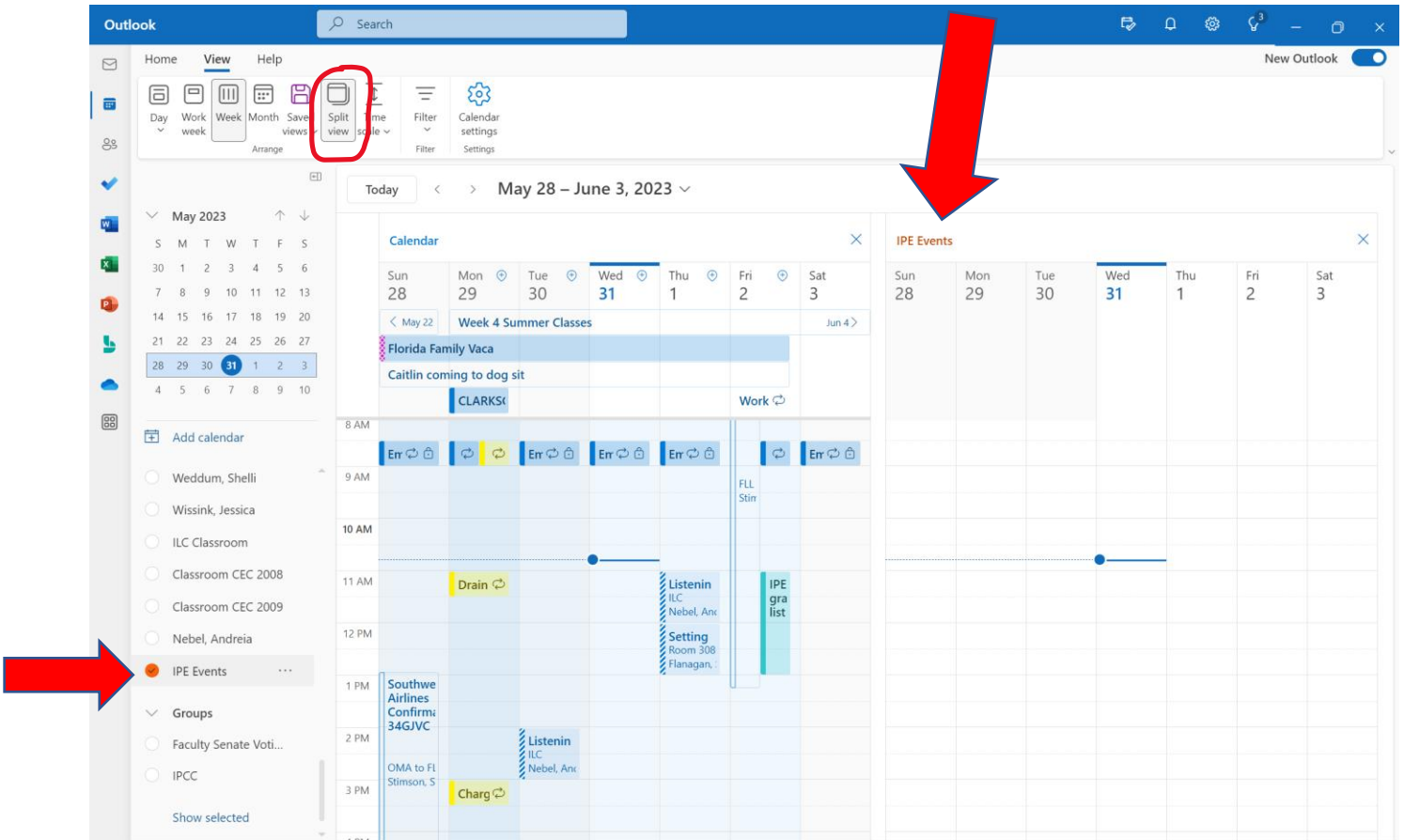
You will be able to scroll forward by month or by week to see the upcoming IPE events. Click on each event to find out details about the type of event, the timeframe, the location, what IPE category it is approved for, etc. This will tell you where the event is held and if there is a Zoom option available. If registration or RSVPs are required, that information will be provided. Our goal is to eventually post recordings of past IPE events there on the calendar as well.

We hope you find this a more user-friendly way to learn about all the IPE opportunities that exist. Have fun and enjoy each experience! 😊