Adding the General Accounting Calendar to Outlook

Accounting period closures, reminders to create and set bills to Ready/RDY status, scheduled invoice runs, and other information will be posted to our departmental calendar. Below are the instructions to view our calendar. If you’d like to receive e-mail notices for important deadlines, please e-mail: General.Accounting@uvm.edu and we’ll add you to the list.

1) Right mouse click on Other Calendars, and hover over Add Calendar to display the second drop down menu. Select From Address Book.
2) Ensure that the Address Book select is the **Global Address List**. Type in General Accounting in the **Search** field and then click on the **Go** button. Double click on the search results, to populate the name of the calendar at the bottom of the window. Click the **OK** button.
3) Under Other Calendars, you can now select or deselect the General Accounting calendar by the check box.