

How to Link Web Portal Calendars to Outlook

- Go to www.michbar.org
- Click on Member Area
- Enter your user name and password to enter the member portal
- Click on the Committee tab and follow these instructions.
- Once completed, changes in the committee calendars will be available from your personal Outlook calendar.

1

Access the Member Area of the SBM website and click on the Committees tab. Click on the name of your committee.

2

This is the committee page. In this section you can access resources associated with the committee. Click on Committee Calendar.

3

This is the Committee Calendar default view.

New	Actions	View	All Events		
#	Title	Location	Start Time	End Time	All Day Event
	Committee Chair Orientation	State Bar of Michigan	9/29/2009 3:00 PM	9/29/2009 5:00 PM	
	SharePoint Training	Computer Lab	10/8/2009 9:00 AM	10/8/2009 1:00 PM	
	New Event	SBM Building	9/12/2011 12:00 AM	9/12/2011 11:59 PM	Yes
	Section Chair Orientation	SBM	9/22/2011 9:15 AM	9/22/2011 5:00 PM	
	ADR Section Annual Meeting & Conference	Amway Grand Plaza Hotel	9/23/2011 9:00 AM	9/24/2011 5:00 PM	

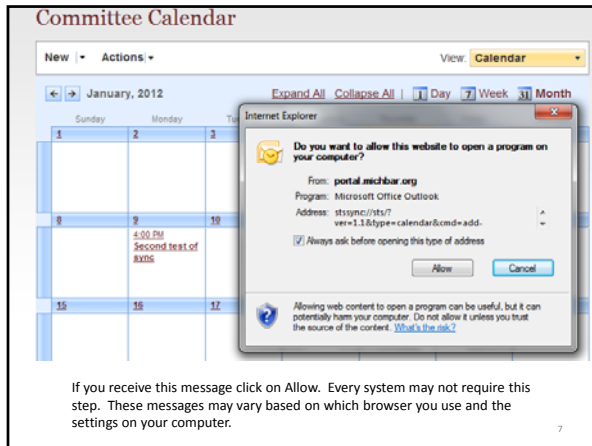
4

Choose your preferred calendar view here.

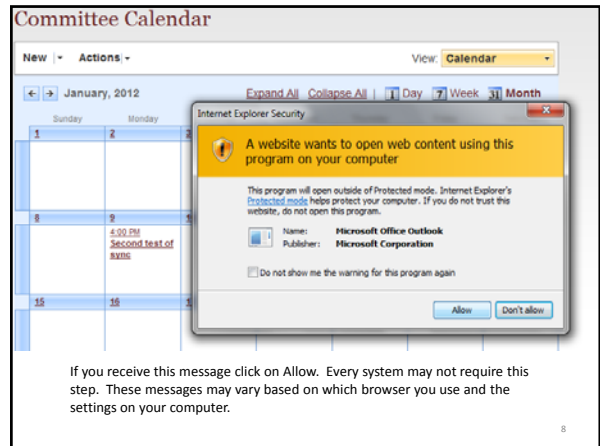
5

Click on Actions then click on Connect to Outlook.

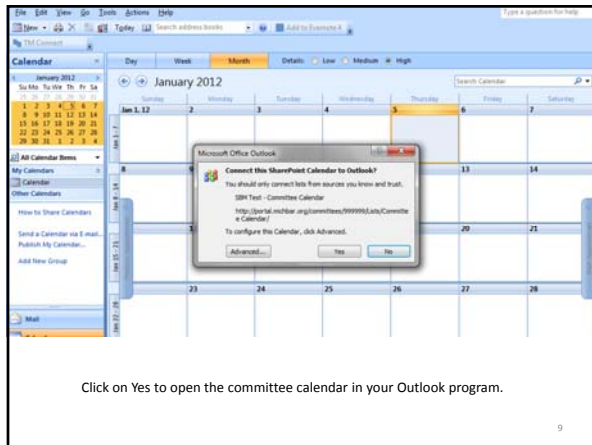
6



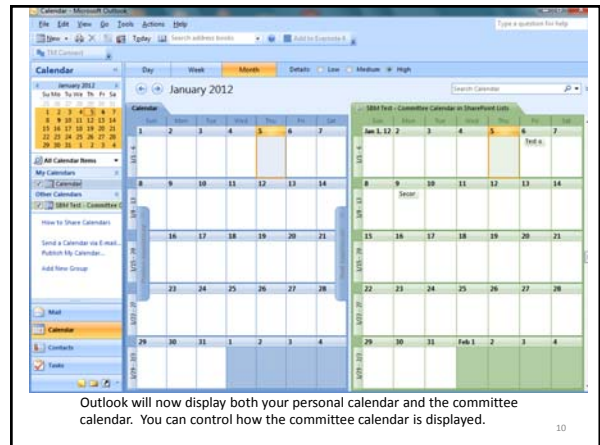
If you receive this message click on Allow. Every system may not require this step. These messages may vary based on which browser you use and the settings on your computer.



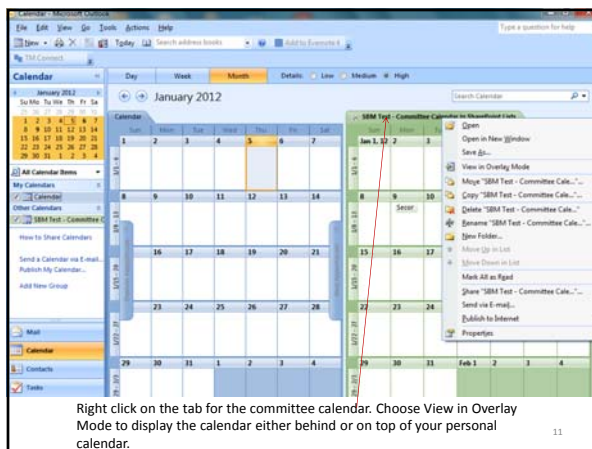
If you receive this message click on Allow. Every system may not require this step. These messages may vary based on which browser you use and the settings on your computer.



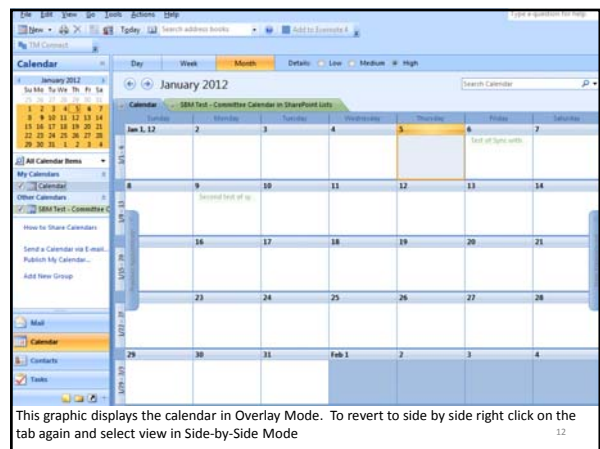
Click on Yes to open the committee calendar in your Outlook program.



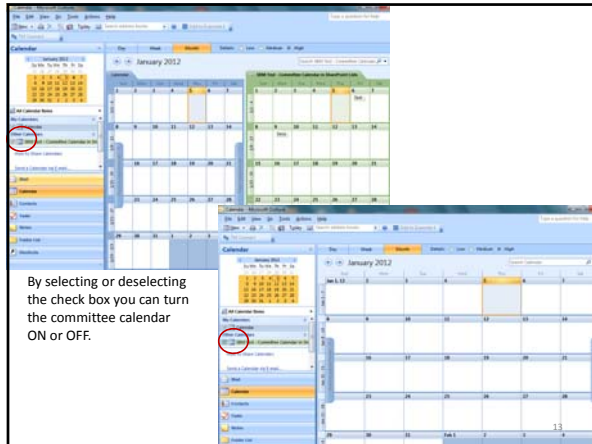
Outlook will now display both your personal calendar and the committee calendar. You can control how the committee calendar is displayed.



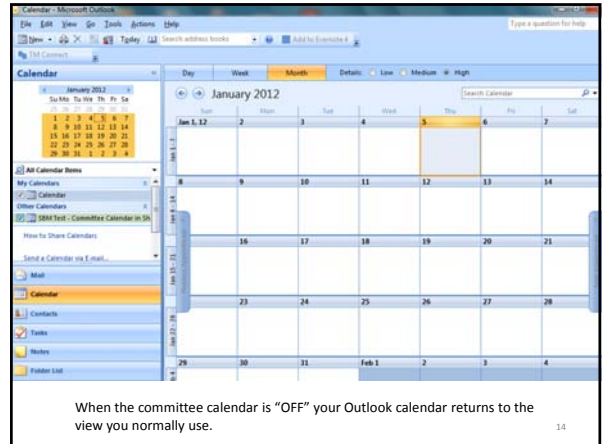
Right click on the tab for the committee calendar. Choose View in Overlay Mode to display the calendar either behind or on top of your personal calendar.




This graphic displays the calendar in Overlay Mode. To revert to side by side right click on the tab again and select view in Side-by-Side Mode



By selecting or deselecting the check box you can turn the committee calendar ON or OFF.



When the committee calendar is "OFF" your Outlook calendar returns to the view you normally use.



Communication has now been established between the **web portal** committee calendar and your **Outlook** committee calendar.

When an event is posted on the **web portal** committee calendar it will appear in your **Outlook** committee calendar.

If you are a committee chair or staff liaison, when you create an appointment in the **Outlook** committee calendar, it will automatically appear in the **web portal** committee calendar. Committee members cannot post to the calendar.