

Adding Shared Resources

PC Instructions—Office 2019

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Purpose

This documentation highlights features of Microsoft Office on PC, how to share resources in Microsoft Outlook on PC.

Audience

This documentation is designed for University faculty, students and employees that will be using Microsoft Outlook on PC.

Adding a Shared Resource (PC) - Email

These instructions **CANNOT** be done at [The online version of Outlook](#). You must use the Outlook Application on your PC or Mac computer. For questions, contact your LSP.

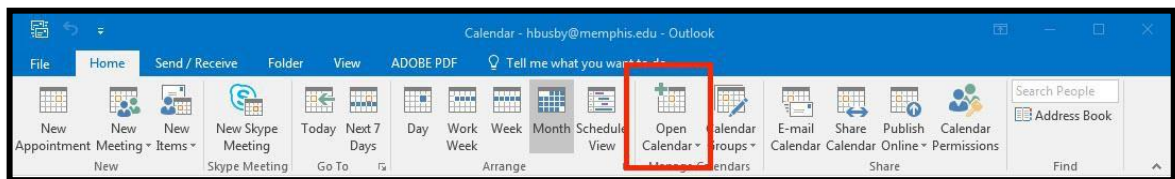
“Shared Resources” can be a calendar or folder (to collect emails) depending on how your group uses the resource. You will need to know how your group uses the resource in order to know which instructions to use.

* screen captures taken with Outlook 2016

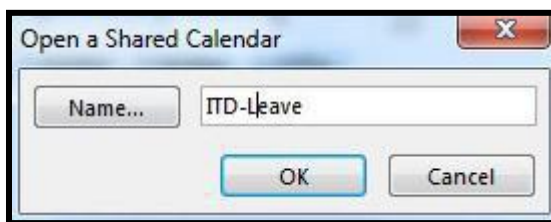
Adding a Shared Calendar

These instructions are if you use your resource for a calendar **ONLY**.

1. Within your Outlook Calendar, click on **Open Calendar**.



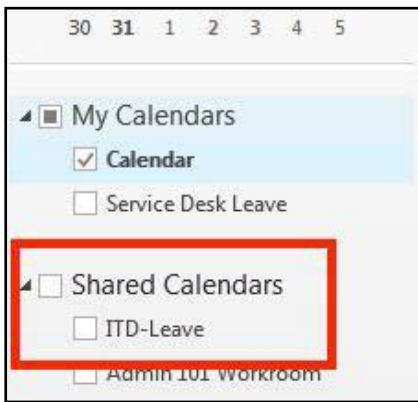
2. Type your calendar name.



3. Type your calendar name, click **OK**. (It will appear.)



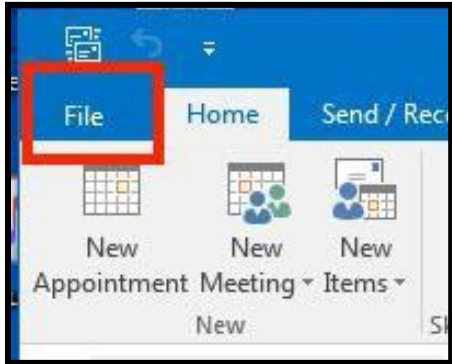
Note: This calendar will continue to be found under Other Calendars in your left folder list



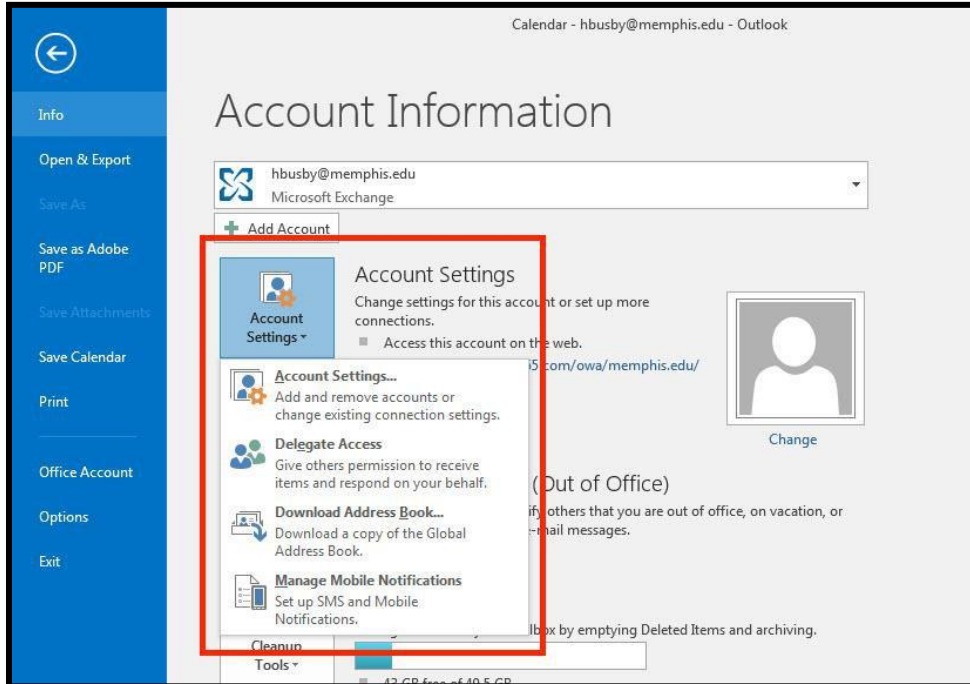
Adding a Resource Mailbox

These instructions are if you use your resource for email. It could also be used as a calendar in this instance.

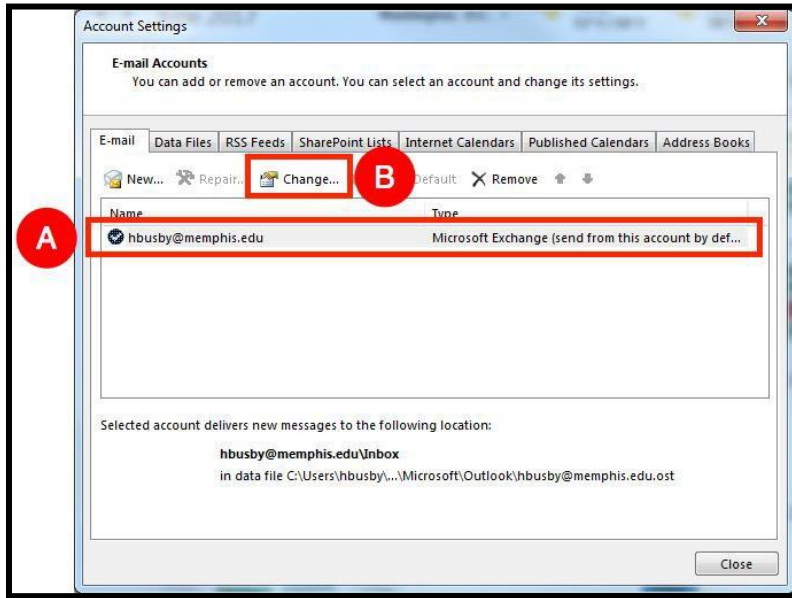
1. Within Outlook, go to the **File** tab.



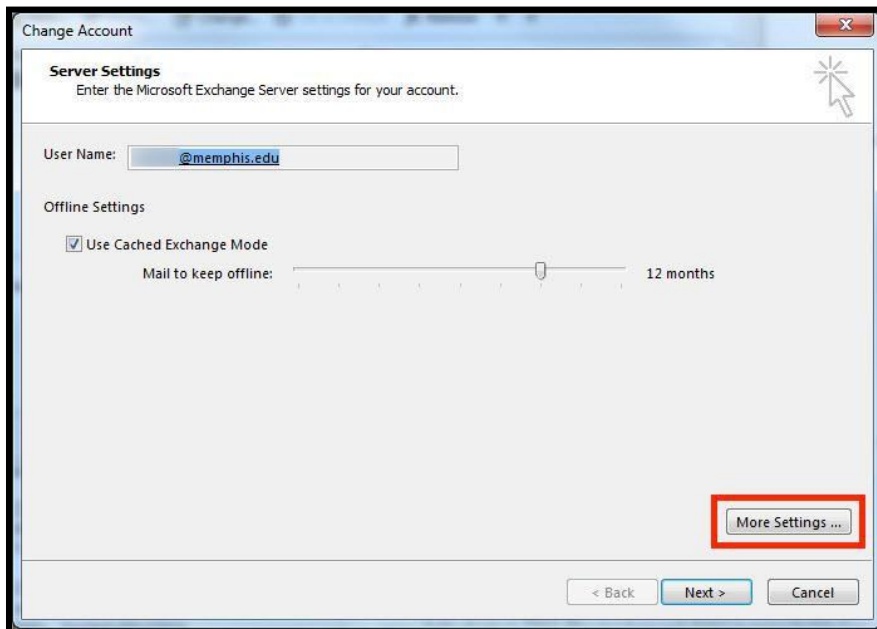
2. Click the **Account Settings** button, then **Account Settings** link.



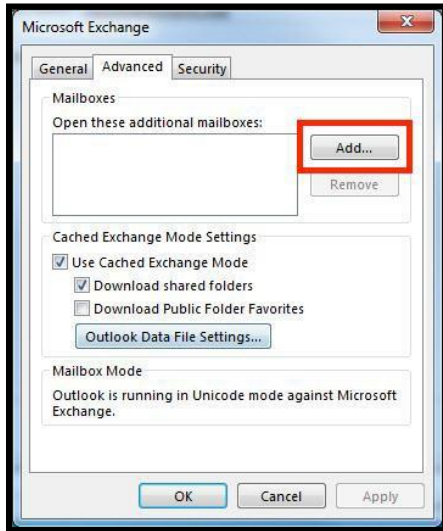
3. Click on your account mailbox name in the center of the dialog box (A), then click **Change** (B).



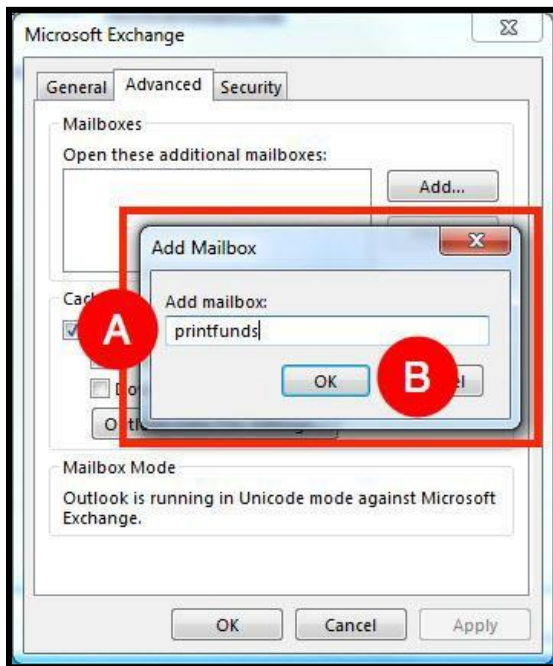
4. Click **More Settings**.



5. Click Add.



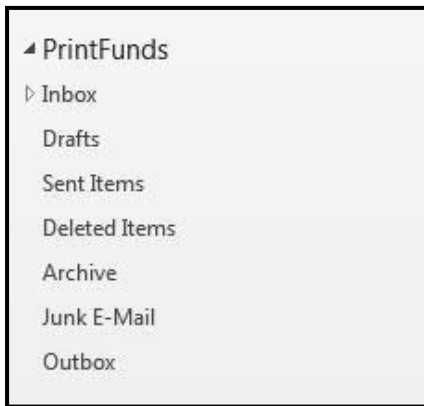
6. (A) Enter the name for the new mailbox, (B) Click OK.



7. Click **OK**, then **Apply**.



Note: In your original mail box, you will now have an account listing for the new mailbox you just added. It will typically be listed at the bottom of your folders.



Locating Help Resources

The Center for Teaching and Learning offers support to faculty, staff, and students. Upon completing the training covered in this course; faculty, staff and students are able to receive additional training help and resources. Such help can be located as follows:

Service Desk Request

Submitting a Ticket

- Login URL:
 - [Here is a link to our service desk ticketing system](#)
 - After logging in, choose the link **Request Help or Services**.
 - Choose Request Help or Services.

Call the ITS Service Desk (901.678.8888) any day of the week! (Excluding Some Holidays)

- The ITS Service Desk is available from 8:00 a.m. - 11:59 p.m., seven days a week (excluding some holidays). You can contact the Service Desk for assistance with technical login problems or issues. Incoming calls after hours will be handled by voicemail services. If you require assistance after 12:00 a.m., please leave a message or submit a service request.
- Messages will be checked regularly and receive priority response the following business day. You may also email The Center for Teaching and Learning, umtech@memphis.edu (using this email will automatically generate a help desk ticket).

Important Links

- [Explore the umTech Website](#)
- [Center for Teaching and Learning \(CTL\) Website](#)
- [Search our Training and Documentation](#)