

Instructions to add 'Diversity Days'

Follow the steps below to add the calendar to your account (also: see the images below):

- a. Navigate to the calendar tab in the top left corner of Outlook **(Step 1)**.
- b. Click on 'Add calendars' in the menu bar **(Step 2)**.
- c. Click on 'From address list' and use the search term 'Diversity Days' **(Step 3)**.
- d. Add the calendar.

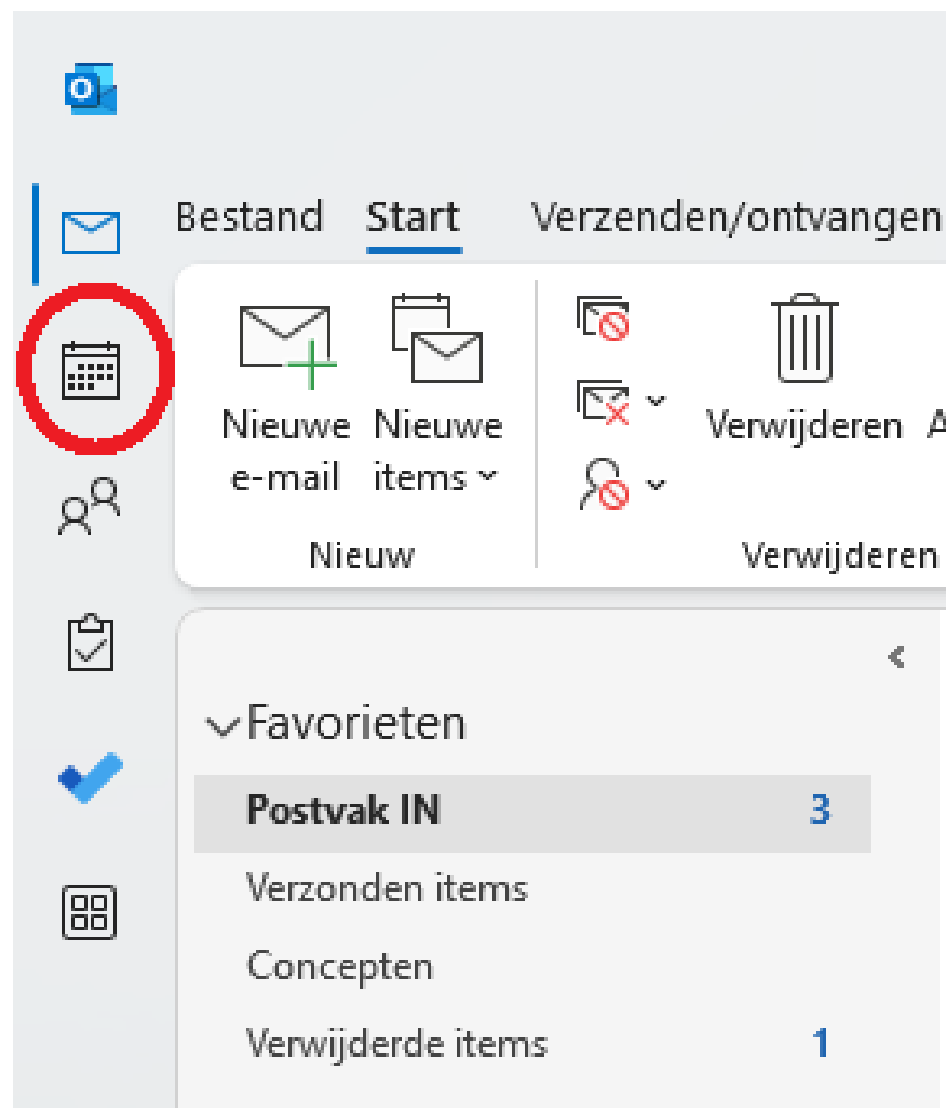
To see the calendar in a nice, low-key overlay mode, do the following:

- a. Click on the horizontal arrow to the right of the 'Diversity Days' title **(Step 4)**.
- b. The calendars now overlap. Check whether you have set your own calendar as 'primary' **(Step 5)**.
 - This is the case when your personal calendar is 'on top' in overlay mode (as seen by the bold title of your personal calendar and the minimal presence of the Diversity Days calendar; the latter only appears as day + title at the top of the calendar).'
- c. If this is not the case and the Diversity Days calendar appears to be dominant (as indicated by the colour of the days in your calendar changing to the colour of Diversity Days), click on the title of your personal calendar again. This ensures that your personal calendar is primary in overlay mode.

Note: The images below are anonymized; hence the slightly different look than the normal Outlook calendars.

If you have any questions and/or suggestions, you can reach us at diversityesl@law.eur.nl.

Step 1



Step 2

The screenshot displays the Microsoft Outlook calendar interface. The main window shows a weekly view for the dates 17-23 April 2023. A context menu is open over the calendar grid, with a red circle highlighting it. The menu options are:

- Agenda toevoegen
- Agenda delen
- Uit adresboek...
- Uit kalenderlijst...
- Van internet...
- Nieuwe lege agenda maken...
- Gedeelde agenda openen...

The calendar grid shows several blue agenda items. On Monday (17), there are items from 13:00 to 15:00 and 16:00 to 17:00. On Tuesday (18), there is an item from 10:00 to 11:00 and another from 15:00 to 17:00. On Wednesday (19), there is an item from 09:00 to 10:00 and another from 10:00 to 11:00. On Friday (21), there is a large item from 09:00 to 17:00.

The interface includes a search bar at the top with the text 'Zoeken'. The ribbon at the top contains tabs for 'Bestand', 'Start', 'Verzenden/ontvangen', 'Map', 'Beeld', 'Help', and 'McAfee Anti-Spam'. The 'Start' tab is active, showing options for 'Nieuwe gebeurtenis', 'Nieuwe vergadering', 'Nieuwe items', 'Nu vergaderen', 'Teams-vergadering', 'Vandaag', 'Volgende 7 dagen', 'Dag', 'Werkweek', 'Week', 'Maand', 'Planningsweergave', and 'Schikken'. The 'Week' view is selected. The left sidebar shows a calendar for April and May 2023, with the date 18 April highlighted. Below the calendar, there are checkboxes for 'Mijn agenda's' (with 'Agenda' checked) and 'Andere agenda's'. The bottom status bar indicates 'Items: 7' and 'Alle mappen zijn bijgewerkt. Verbonden met: Microsoft Exchange'.

Step 3

Naam selecteren: Zoekresultaten - Offline Global Address List



Zoeken: Alle kolommen Alleen naam **Adresboek:**

Diversity Days → × Zoekresultaten - Offline Global Address List [Zoekcriteria](#)

Naam	Functie	Telefoon op werk	Locatie	Af
Diversity Days, ESL				

Agenda Diversity Days, ESL

OK Annuleren

Step 4

The screenshot shows the Microsoft Outlook calendar interface. At the top, there is a search bar and a ribbon with various options like 'Nieuwe gebeurtenis', 'Nieuwe vergadering', 'Teams-vergadering', and 'Agenda toevoegen'. Below the ribbon, there are two calendar views side-by-side. The left view is titled 'Agenda' and the right view is titled 'Diversity Days, ESL'. The 'Diversity Days, ESL' title is circled in red. Both views show a weekly calendar grid for the week of April 17-23, 2023. The 'Agenda' view shows blue bars representing events, and the 'Diversity Days, ESL' view shows green bars representing events. The interface also includes a sidebar with calendar navigation and a list of agenda items.

Items: 7

Alle mappen zijn bijgewerkt. Verbonden met: Microsoft Exchange

Step 5

The screenshot displays the Microsoft Outlook calendar application. At the top, there is a search bar labeled 'Zoeken'. Below it is a ribbon with various calendar-related actions such as 'Nieuwe gebeurtenis', 'Nieuwe vergadering', 'Teams-vergaderen', and 'Agenda toevoegen'. The main area shows a weekly calendar view for the week of April 17-23, 2023. The 'Agenda' tab is selected and circled in red. The calendar shows events for Tuesday, April 18th, including 'Laylat al-Qadr' and 'Yom HaShoah'. The interface also includes a taskbar at the bottom with the text 'Items: 12' and 'Alle mappen zijn bijgewerkt. Verbonden met: Microsoft Exchange'.