All room bookings and all SumUp card readers (three in total) are added to the Undeb calendar, which is available to all students and staff at Aberystwyth University through Outlook. Instructions below for how to find the calendar in the three main versions of Outlook.

**Instructions for getting the Undeb calendar in Outlook (desktop app)**

1. In Calendar, select Home.
2. In the Manage Calendars group, select Add Calendar, and then select Open Shared Calendar.
3. Type “suhstaff” in the Name box or select Name to select a name from the address book (again, search “suhstaff”).
4. Select “Undeb Union” on the list.
5. The shared calendar appears next to any calendar that is already in the view.
6. After you access a shared Calendar for the first time, the Calendar is added to the folder pane. The next time that you want to view the shared Calendar, you can click it in the Folder Pane.
7. If you have any issues, contact [undeb@aber.ac.uk](mailto:undeb@aber.ac.uk) or drop by reception for help.

**Instructions for getting the Undeb calendar in Outlook (web app)**

1. In Calendar, select Add Calendar in the Folder Pane (sidebar), and then select Add From Directory.
2. Type “suhstaff” in the search bar.
3. Select “Undeb Union” on the list that appears.
4. Decide which section you want it in via the dropdown (My Calendars, People’s Calendars, Other Calendars) and click Add.
5. The shared calendar appears next to any calendar that is already in the view.
6. After you access a shared Calendar for the first time, the Calendar is added to the folder pane. The next time that you want to view the shared Calendar, you can click it in the Folder Pane.
7. If you have any issues, contact [undeb@aber.ac.uk](mailto:undeb@aber.ac.uk) or drop by reception for help.

**Instructions for getting the Undeb calendar in Outlook (mobile app)**

1. In Calendar, open the Folder Pane (sidebar), and then click the plus sign (+).
2. Select Add a Shared Calendar.
3. Type “suhstaff” in the search bar.
4. Select “Undeb Union” on the list that appears.
5. The shared calendar appears next to any calendar that is already in the view.
6. After you access a shared Calendar for the first time, the Calendar is added to the folder pane. The next time that you want to view the shared Calendar, you can click it in the Folder Pane.
7. If you have any issues, contact [undeb@aber.ac.uk](mailto:undeb@aber.ac.uk) or drop by reception for help.