Adding an Exchange Resource calendar to iCal

Adding an Exchange Resource calendar to iCal

Context

- You have an old or newly created Exchange Resource calendar
- You have an MIT Exchange email account already setup in iCal (See: [archive:iCal 4.x - Exchange Calendaring Quick Guide])
- You want to add the Resource to your personal calendar view

Answer

1. Open Calendar (iCal) on your computer.
2. Open **Calendar > Preferences** in the top left menu.

3. Select **Accounts**.
4. Select your MIT Exchange account and choose **Delegation**.

5. Click the **+** sign in the bottom left underneath "Accounts I can access:"
6. Begin typing the name of the resource in the box that appears, and a drop-down window will allow you to select the correct resource.