For Room Admins - Batch adding & removing calendars from Outlook

If a calendar has been renamed on the Exchange server, the updated common name will not be reflected in a user's Outlook client unless the calendar is removed and re-added.

When a number of calendars have been renamed/deleted/moved within the exchange server, attempting to open them can cause Windows Outlook and Mac Outlook to crash.

The easy way to remove calendars which are causing Outlook to crash is to do so via outlook web access (https://wmail.austin.utexas.edu/owa), click to calendars and then choose to remove the calendar here.

<table>
<thead>
<tr>
<th>How to remove 1 calendar at a time via Outlook Web Access:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Go to Outlook Web Access: <a href="https://wmail.austin.utexas.edu/owa">https://wmail.austin.utexas.edu/owa</a></td>
<td></td>
</tr>
<tr>
<td>click to calendars in the bottom left of the page</td>
<td></td>
</tr>
</tbody>
</table>
right click on the calendar and choose "remove shared calendar"

Note that these changes will be reflected immediately in OWA and on Mac Outlook. However Windows outlook will not immediately be updated.

At times, a user will have a folder of many calendars which is causing Outlook to crash. You can remove a large number of calendars using this workflow:

**How to remove a folder of calendars via Outlook Web Access:**

Go to Outlook Web Access: https://wmail.austin.utexas.edu/owa

click to calendars in the bottom left of the page
right click on the calendar and choose "remove shared calendar"

Note that these changes will be reflected immediately in OWA and on Mac Outlook. However Windows outlook will not immediately be updated.

Reviewed 9/28/17 - Cox