- 1. Open Apple Calendar on Mac
- 2. Open **Calendar > Preferences** in the top left menu.



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

00	Accounts
General Accounts	King Karaka
Exchange Exchange	Account Information Server Settings Delegation
	Show Users Calendars Tasks
+ -	+ - You can change who can access your account by clicking the Edit button. Edit ?

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