Center for Faculty Development Calendar

Adding a calendar to Outlook on a Mac

Steps 1-3: Open Outlook

Select Applications than Microsoft Outlook

Step 4: Locate the calendar option on the bottom of the left side of the screen.
Step 5: Select Open Calendar

A new box will pop up.

Steps 6-8: Type Center in the box, select Center for Faculty Development, and then Open.
The calendar will open on your screen next to your office calendar.  
Note: The CFD calendar should be checked to display on your screen.

Calendar should be checked

Congratulations! You can view the Center for Faculty Development calendar.