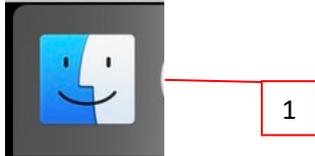


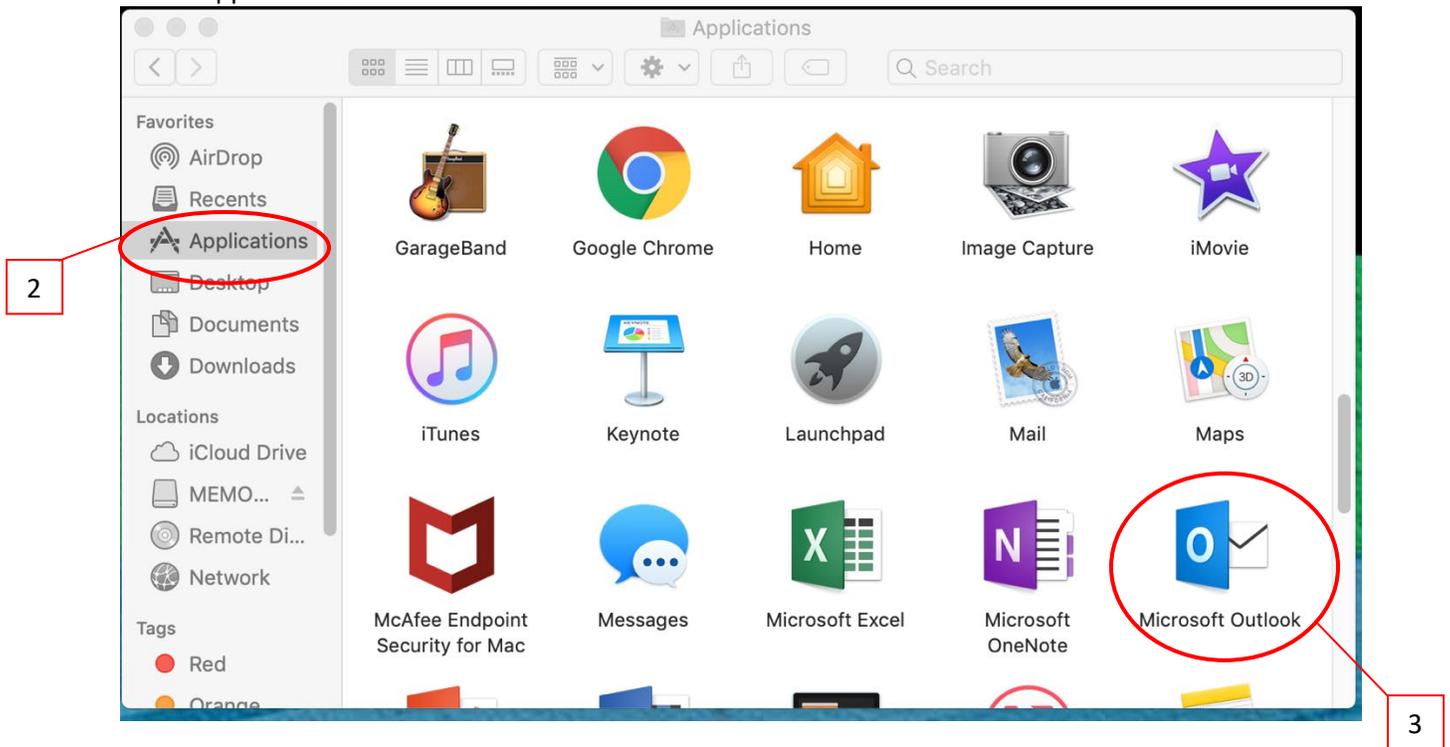
Center for Faculty Development Calendar

Adding a calendar to Outlook on a Mac

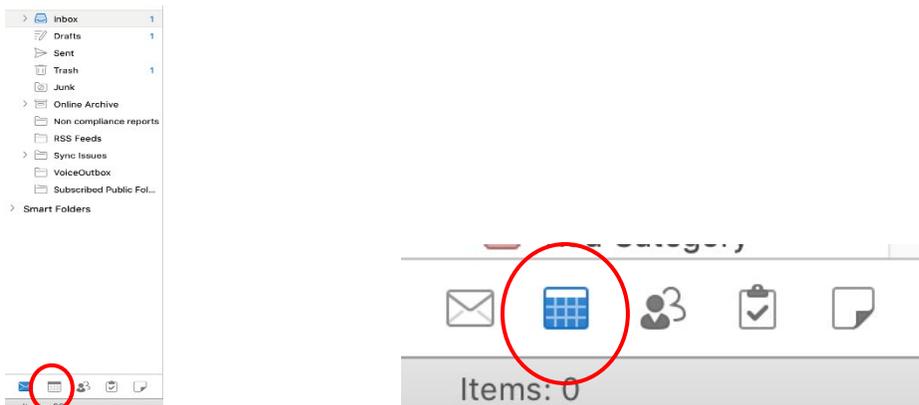
Steps 1-3: Open Outlook



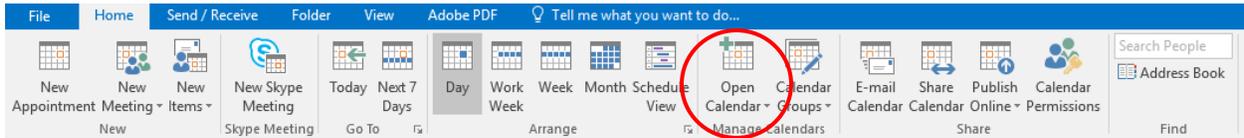
Select Applications than Microsoft Outlook



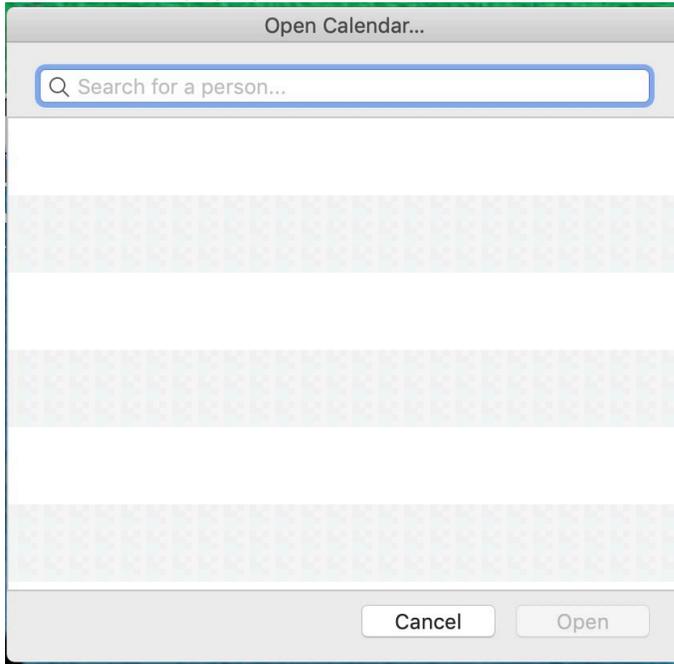
Step 4: Locate the calendar option on the bottom of the left side of the screen.



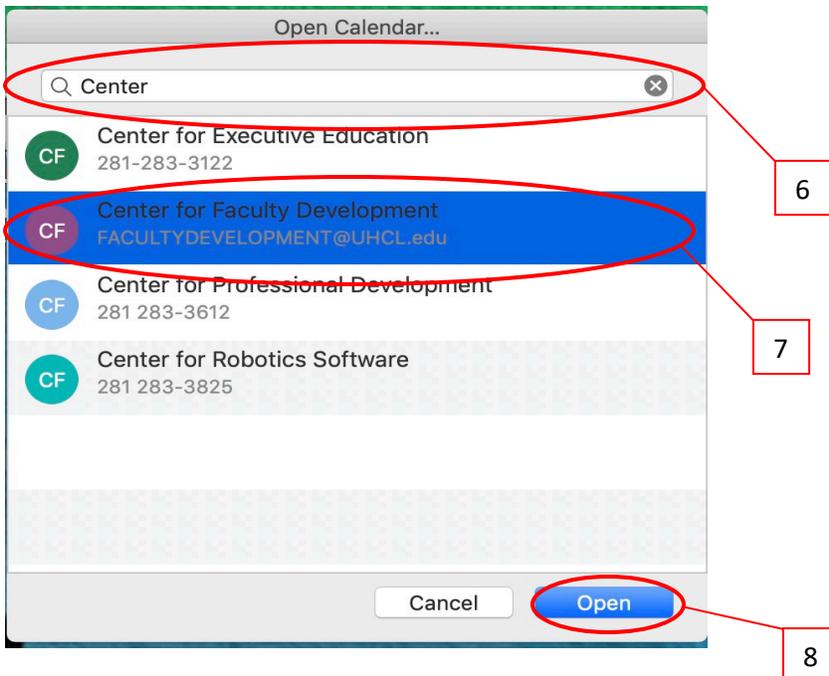
Step 5: Select Open Calendar



A new box will pop up.

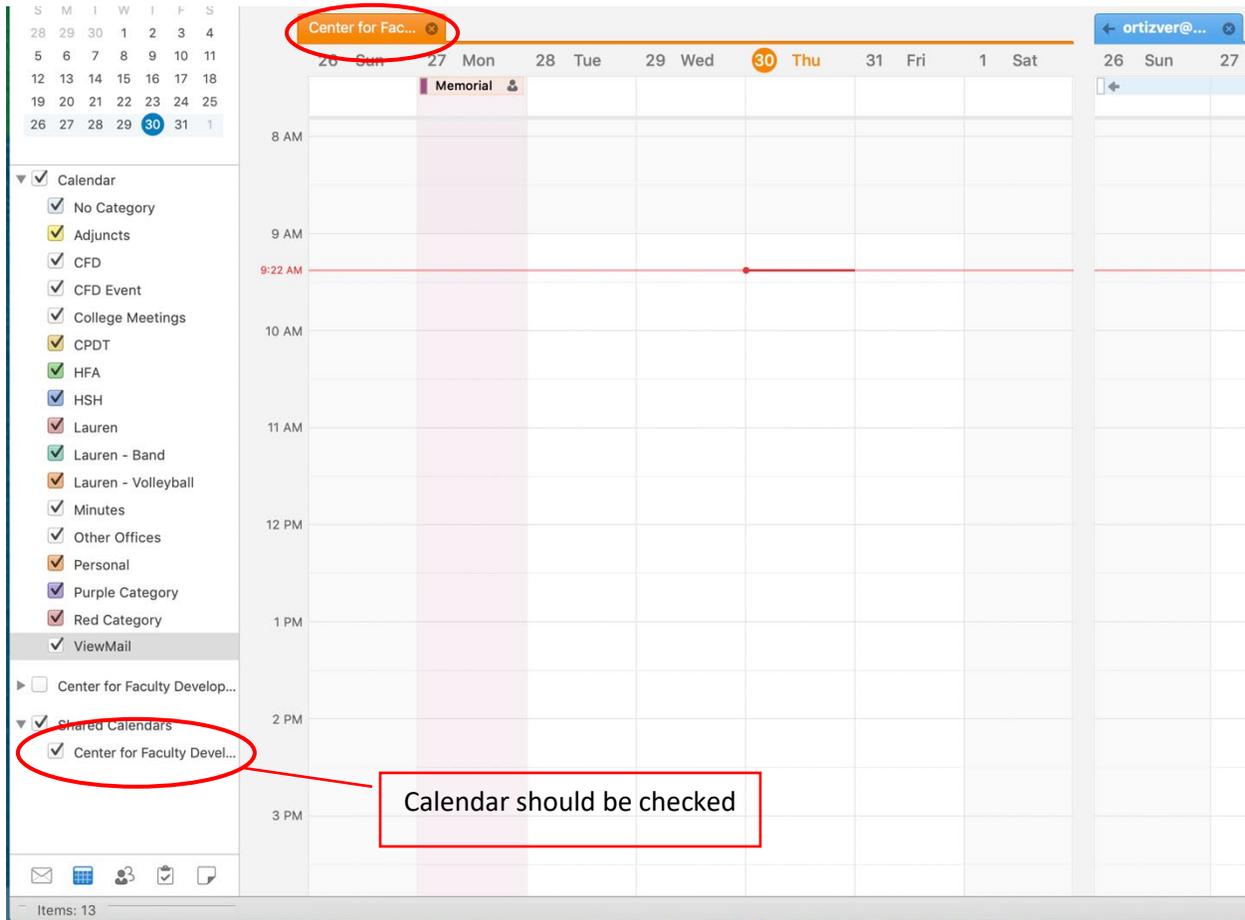


Steps 6-8: Type Center in the box, select Center for Faculty Development, and then Open.



The calendar will open on your screen next to your office calendar.

Note: The CFD calendar should be checked to display on your screen.



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