Center for Faculty Development Calendar

Adding calendar to Outlook on a PC

Step 1: Open Microsoft Outlook

Step 2: From the left side of the screen (on the bottom) select the calendar
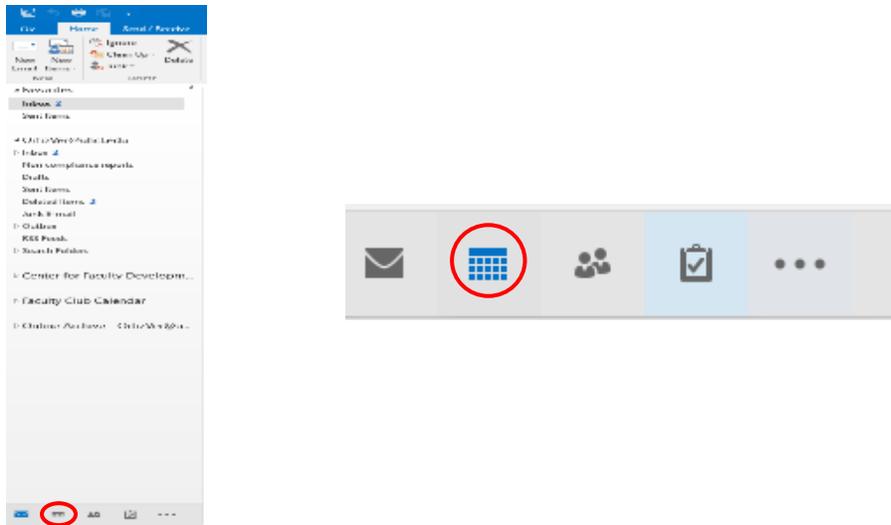
Step 3: From the Ribbon bar; 1. Select "Open Calendar"; 2. Select "Open Shared Calendar"
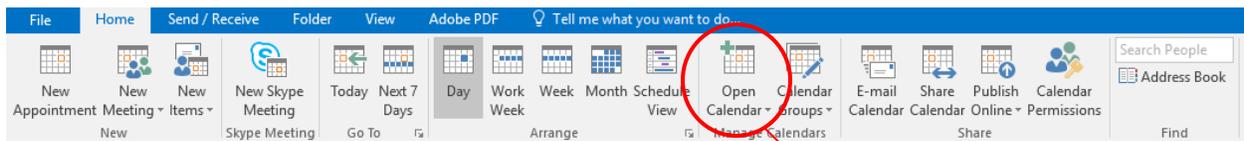
Select Open Shared Calendar
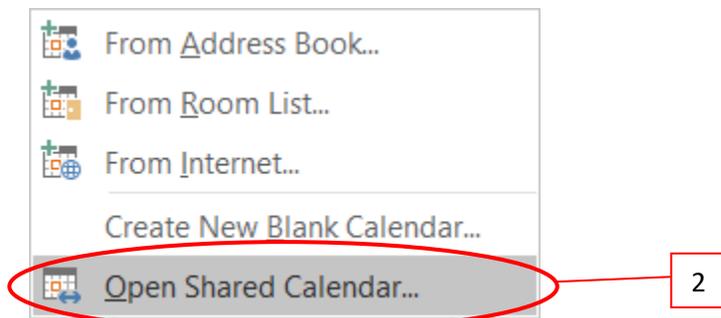
Step 5: There are two options for this step.

1. Type "Center for Faculty Development" in the Name box than select Center for Faculty Development.
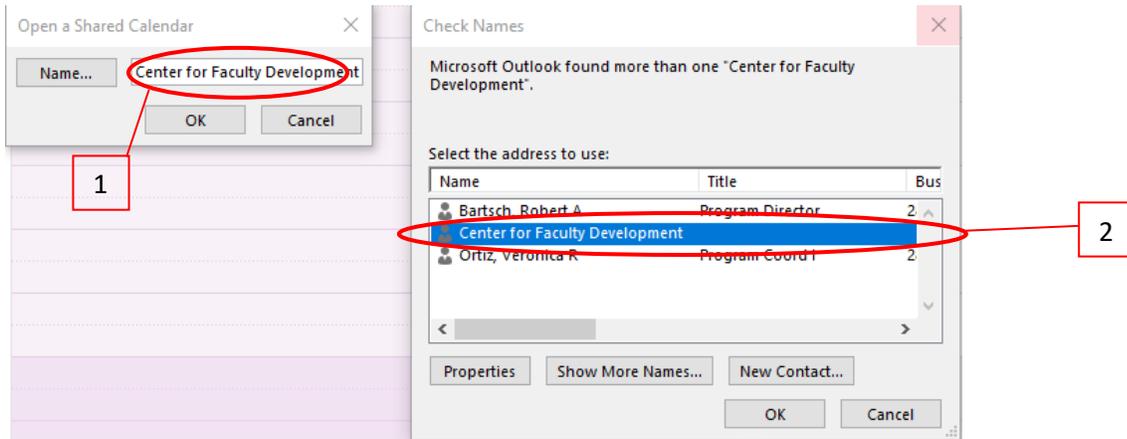
or

2. Click on Name for the Outlook address book. Enter "Center for Faculty Development" in the search box. Select Center for Faculty Development. Click OK
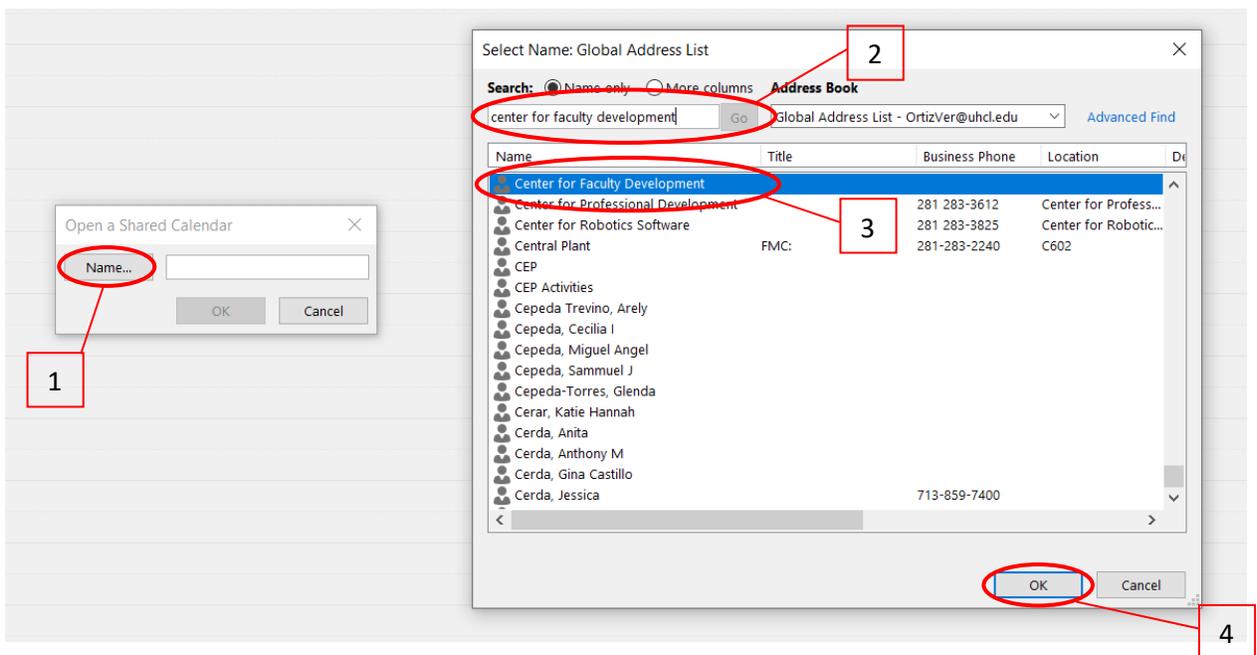
Calendar will open on your screen.
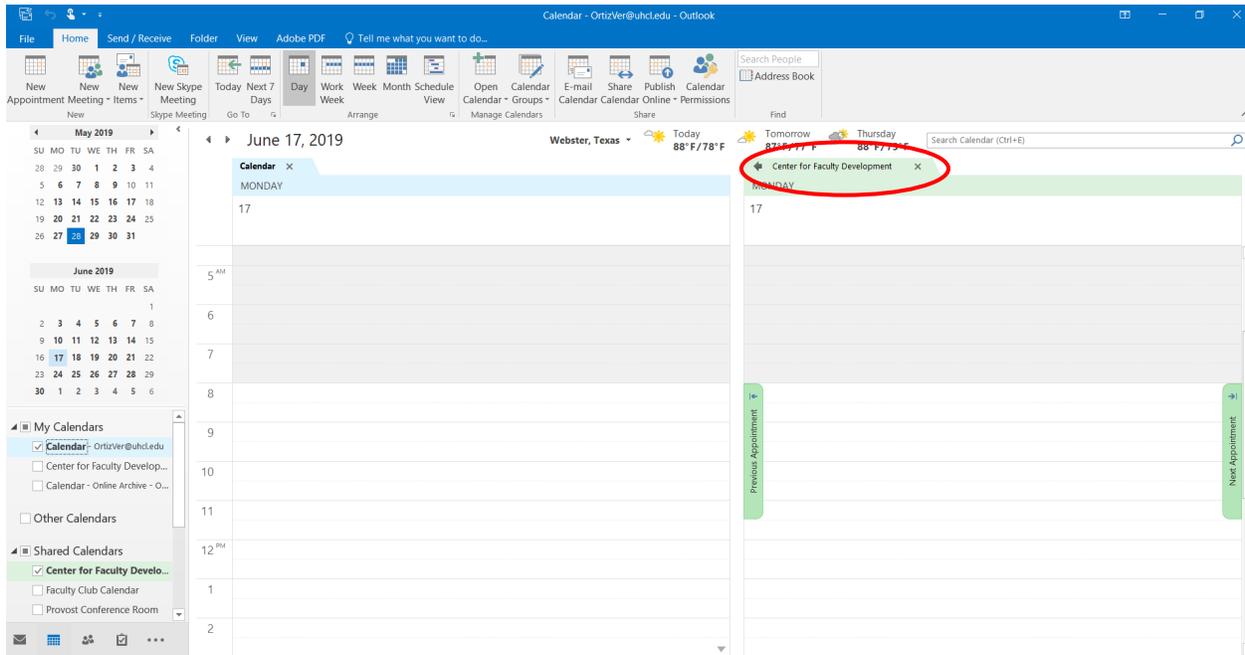
Congratulations! You can view the Center for Faculty Development Calendar.