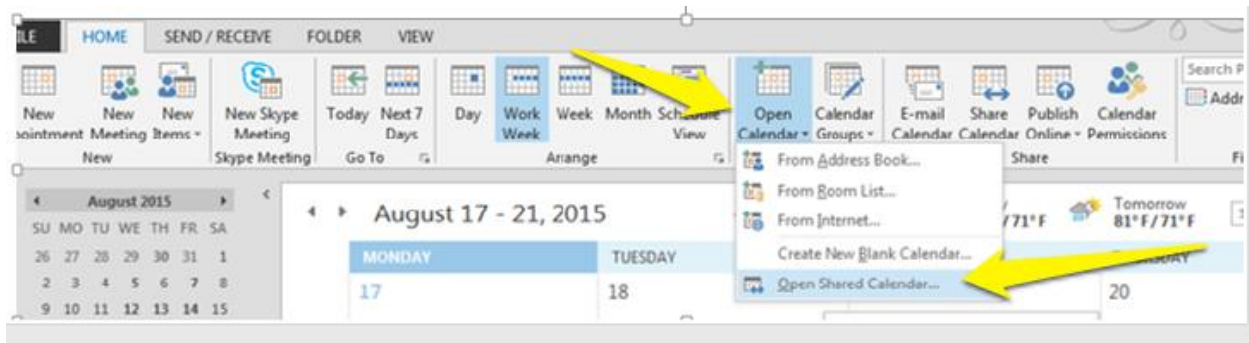


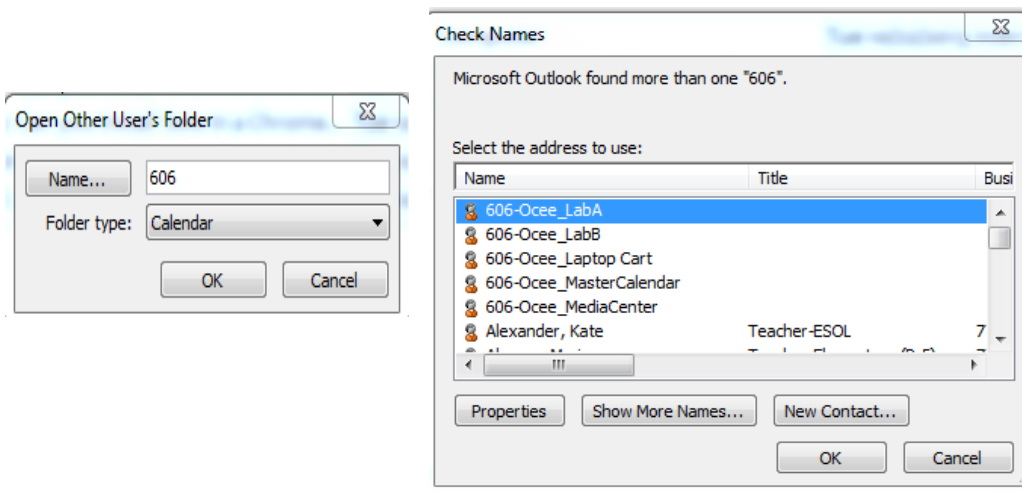
Add Calendars

To Add a Calendar to your Outlook:

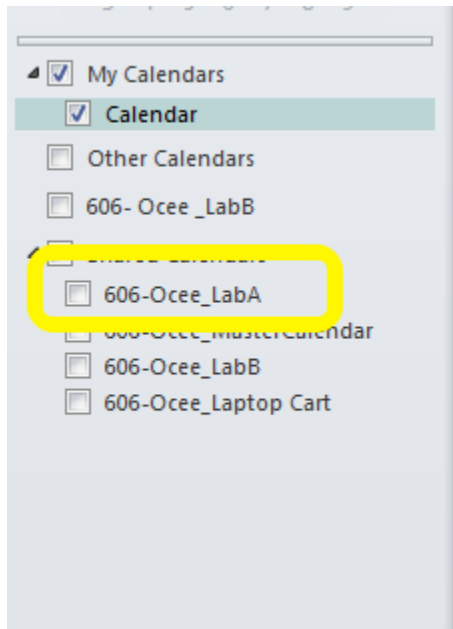
Click on Calendar. Then click on Open Calendar, then Open Shared Calendar



Next to **Name**, type **606** and you should see all of Ocee's calendar's show up (we are school 606) or click on the one you want. If you want to add the iPad calendar you will need to type Ocee_iPad, click **OK**



That will bring the calendar into your mailbox and when you click on **Calendar** it will show below your calendar under Shared Calendars



*****Please remember, when reserving a lab or laptop cart, to put a start and end time. All day events do not show up on all views and this will avoid double booking. 😊