INSTRUCTIONS TO ADD SHARED CALENDARS TO OUTLOOK CALENDAR VIEW Colab, HS Events (field trip, test, etc), MS iLab, and HS iLab

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ADD COLAB - Instructions below (This is room N203)		
Conn Shared Counties F	Select Open Shared Calendar from the ribbon	
Q colab	Type <i>colab</i> in the dialogue box search bar	
CL Collab Lab colab@holynamestpa.org	Select Collab Lab from the list displayed and select Open	
Outlook was redirected to the server autodiscover-s.outlook.com to get new	After a bit of time, a dialogue box will appear <i>Outlook was redirected to the server</i>	
Always use my response	Check the box for Always use my response	
Allow	Select Allow	
ADD HS EVENTS - Instructions below		
Calendar	At the bottom of your Outlook, select Calendar	
Open Shared Covendor F	Select Open Shared Calendar from the ribbon	
Q hsevent	Type <i>hsevents</i> in the dialogue box search bar	
High School Events HSEvents@holynamestpa.org	Select High School Events from the list displayed and select Open	
Outlook was redirected to the server autodiscover-s.outlook.com to get new	After a bit of time, a dialogue box will appear <i>Outlook was redirected to the server</i>	
Always use my response	Check the box for Always use my response	
Allow	Select Allow	

ADD MS iLAB - Instructions below	
Open Shared Calendar I	Select Open Shared Calendar from the ribbon
Q lab207	Type lab207 in the dialogue box search bar
MS iLab lab207@holynamestpa.org	Select MS iLab from the list displayed and select Open
Outlook was redirected to the server autodiscover-s.outlook.com to get new	After a bit of time, a dialogue box will appear <i>Outlook was redirected to the server</i>
Always use my response	Check the box for Always use my response
Allow	Select Allow
ADD HS iLAB - Instructions below	
Open Shared Chinedon II	Select Open Shared Calendar from the ribbon
Q hsilab	Type lab207 in the dialogue box search bar
HS iLab HSiLab@holynamestpa.org	Select MS iLab from the list displayed and select Open
Outlook was redirected to the server autodiscover-s.outlook.com to get new	After a bit of time, a dialogue box will appear <i>Outlook was redirected to the server</i>
Always use my response	Check the box for Always use my response
Allow	Select Allow