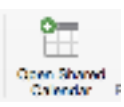
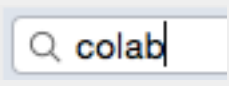
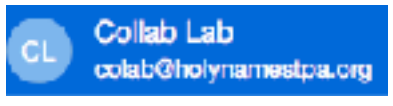
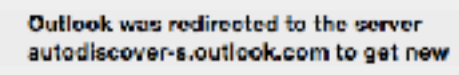
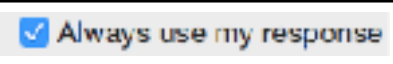



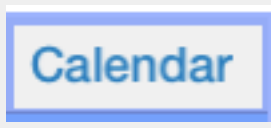
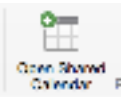
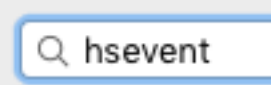
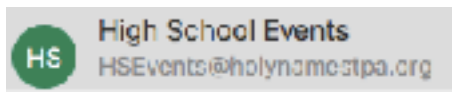
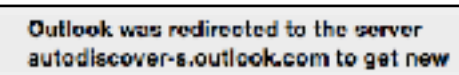
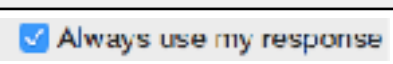

## INSTRUCTIONS TO ADD SHARED CALENDARS TO OUTLOOK CALENDAR VIEW

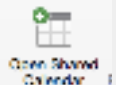
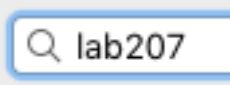
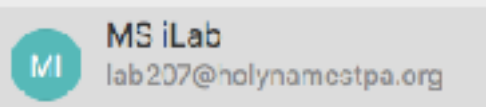
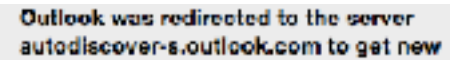


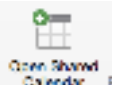
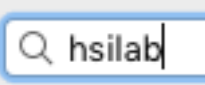
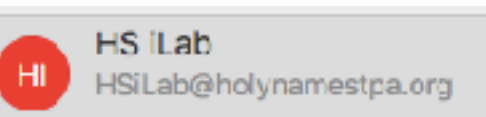
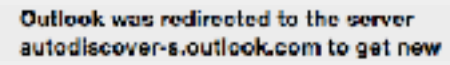
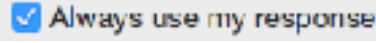
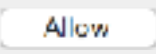
### Colab, HS Events (field trip, test, etc), MS iLab, and HS iLab

#### ADD COLAB - Instructions below (This is room N203)

	Select <i>Open Shared Calendar</i> from the ribbon
	Type <i>colab</i> in the dialogue box search bar
	Select <i>Collab Lab</i> from the list displayed and select <i>Open</i>
	After a bit of time, a dialogue box will appear <i>Outlook was redirected to the server...</i>
	Check the box for <i>Always use my response...</i>
	Select <i>Allow</i>

#### ADD HS EVENTS - Instructions below

	At the bottom of your Outlook, select <i>Calendar</i>
	Select <i>Open Shared Calendar</i> from the ribbon
	Type <i>hsevents</i> in the dialogue box search bar
	Select <i>High School Events</i> from the list displayed and select <i>Open</i>
	After a bit of time, a dialogue box will appear <i>Outlook was redirected to the server...</i>
	Check the box for <i>Always use my response...</i>
	Select <i>Allow</i>

ADD MS iLAB - Instructions below	
	Select <i>Open Shared Calendar</i> from the ribbon
	Type <i>lab207</i> in the dialogue box search bar
	Select <i>MS iLab</i> from the list displayed and select <i>Open</i>
	After a bit of time, a dialogue box will appear <i>Outlook was redirected to the server...</i>
	Check the box for <i>Always use my response...</i>
	Select <i>Allow</i>
ADD HS iLAB - Instructions below	
	Select <i>Open Shared Calendar</i> from the ribbon
	Type <i>lab207</i> in the dialogue box search bar
	Select <i>MS iLab</i> from the list displayed and select <i>Open</i>
	After a bit of time, a dialogue box will appear <i>Outlook was redirected to the server...</i>
	Check the box for <i>Always use my response...</i>
	Select <i>Allow</i>