

## ENTRY INSTRUCTIONS FOR SHARED OUTLOOK CALENDARS

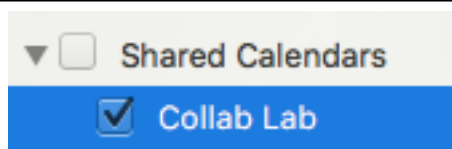
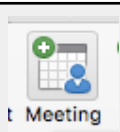
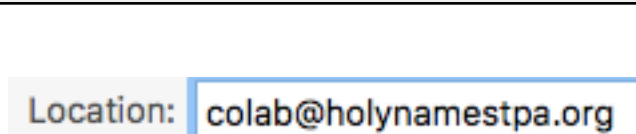
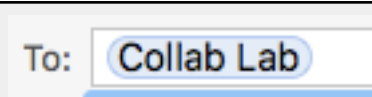
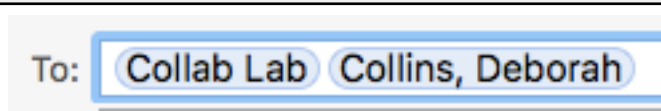
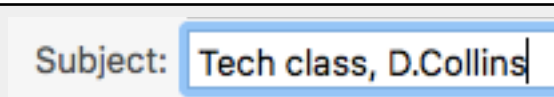
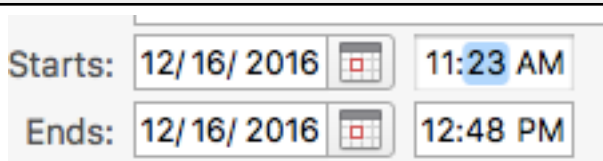
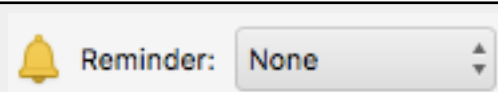
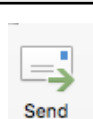
### Specific names when entering the location (see third step below)

Collab: [colab@holynametestpa.org](mailto:colab@holynametestpa.org)  
 MS iLab: [lab207@holynametestpa.org](mailto:lab207@holynametestpa.org)  
 HS iLab: [hsilab@holynametestpa.org](mailto:hsilab@holynametestpa.org)  
 HS Events (test): [hsevents@holynametestpa.org](mailto:hsevents@holynametestpa.org)

See separate instructions to **add** the calendars to Outlook

*See your division ITS if you have questions on making entries or adding the calendars.*

### ENTRY - Verify the exact time slot needed prior to starting these steps.

	Share Calendar section of Outlook calendar, click on <i>Collab</i> calendar name and select the check box. Collab Lab <b>must be highlighted</b> to be sure you are making the entry in the correct calendar.
	Top left of Outlook menu, select <i>Meeting</i>
	In the Location field type <b>colab@holynametestpa.org</b> or the appropriate email listed above, then TAB off the field (NOTE one L in the email name for Colab).  After entering once it should show up as a type ahead that you can select.
	It should automatically populate the To field with the name.
	In the To field, you <b>must invite yourself</b> by typing in your .org email address
	In Subject: Type in the course or meeting group and your name.
	Be sure to type the correct date and exact time for the event.
	Change reminder to none
	<b>Double check all entries</b> and select <i>Send</i>  The event will show up on your calendar and the Collab calendar.