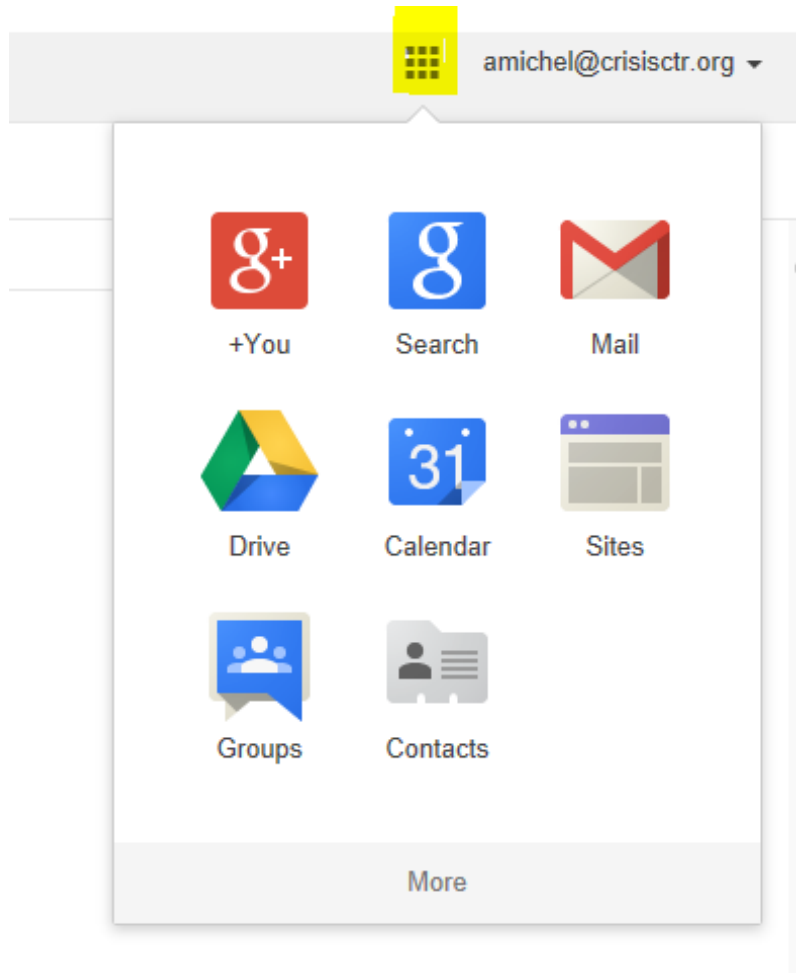
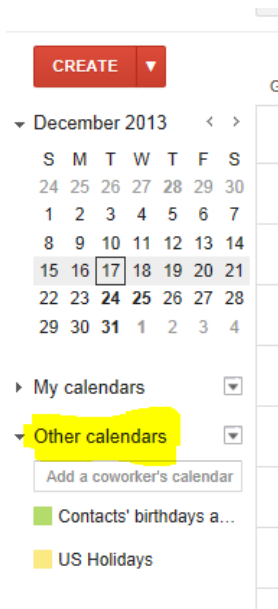


1. Please log into your email using your web browser.
2. Select the box icon directly left of your name(See Picture)



3. Select Calendars
4. Click on Other Calendars located underneath the month



5. Begin typing in the name of your co-worker in text box under Other Calendars. Then select the name and email of the calendar you are looking for. You have now added your co-workers email calendar to your Outlook calendars to view appointments.