

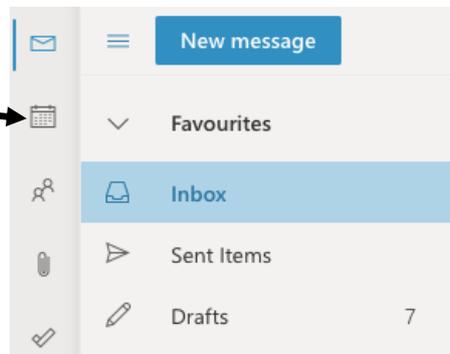


## Instructions - How to Add SJ Student Shared Calendar

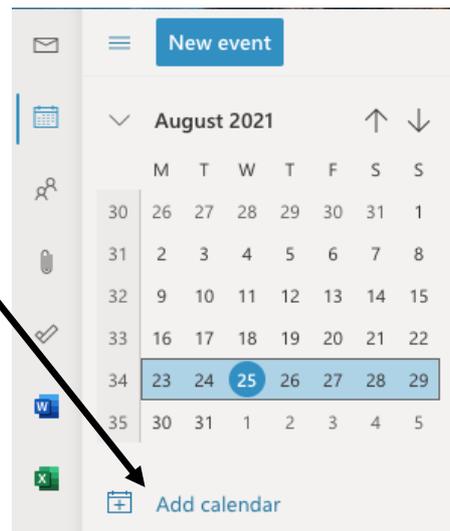
Here are instructions on how to add the SJ Student Shared Calendar to your personal Office365 Outlook calendar.

Sign into your Office365 webmail using an internet browser such as Chrome.

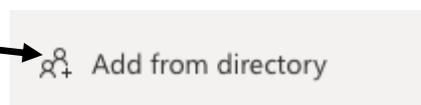
Click on the Calendar icon:



Click on 'Add Calendar':



Click on 'Add from directory':



Search for sj-student-calendar and select the email address listed. And then click ADD.

The image shows a sidebar on the left with the title 'Add calendar' and several options: 'Recommended', 'Add personal calendars', 'Edit my calendars', 'Create blank calendar', 'Add from directory' (highlighted in blue), 'Subscribe from web', and 'Upload from file'. An arrow points from the 'Add from directory' option to the main content area. The main content area is titled 'Add from directory' and contains the text 'Select a person, group or resource from your organisation's directory to view the associated calendar.' Below this is a search bar with a blue circle containing the letter 'S' and the text 'SJ-Student-Calendar' followed by a close button 'X'. Underneath is a dropdown menu labeled 'Add to' with the selected option 'People's calendars'. At the bottom of this section is a blue button labeled 'Add'.

On the sidebar of your calendar, you will now see the SJ-Student-Calendar listed.

Click on the circle to make the calendar visible. Click again to remove the tick to hide the calendar.

The image shows two examples of calendar entries. The first entry on the left has a red circle with a white checkmark to its left, indicating it is visible. The second entry on the right has an empty white circle to its left, indicating it is hidden. Both entries are labeled 'SJ-Student-Calendar'.

All important events will be posted on the Student Calendar. It is a very important source of information.